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**ARTICLE I
EDUCATIONAL PHILOSOPHY**

The following statements define the basic educational philosophy of Unified School District No. 342 (07-11-16)

The Board of Education:

1. subscribes to the principle that all children served by the district, regardless of economic background, religious affiliation, race, educational need, gender, or sexual orientation will be provided equal educational opportunity.
2. believes that the school district should provide dynamic leadership in shaping the culture, encouraging responsible citizenship, and increasing the educational, vocational and professional opportunities for all persons residing within its borders.
3. will strive to maintain the highest possible educational standards. The quality of education will be determined principally by the quality of the persons who teach.
4. believes the school is an integral part of the community and should be constructively cooperative with churches, service organizations, family groups, and other community organizations.
5. recognizes that society is in a state of constant change. In order to fully meet the needs created by this change, the district must continuously consider, evaluate, and when appropriate, implement new and improved educational techniques, curriculum or programs.
6. will work to maximize achievement through expectations of excellence and the highest of professional ethics from the Board of Education, administration, faculty, district personnel, and students.
7. will maintain a framework of fiscal responsibility. Recognized principles of sound business management shall be rigorously applied.
8. will strive to provide an environment that is conducive for constructive communication between the Board of Education, district employees, students, and the community.

District Mission Statement (04-10-06)

Together, we learn in a community that promotes academic excellence, respect, life-long learning, and responsible citizenship.

1.2 State Education Agency Relations: Quality Assurances (10-10-05)

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

ARTICLE II INTERNAL BOARD OPERATIONS

2.1 Legal Status

The public schools of a unified school district shall be governed by a board of education and shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, under the name and style of the "Board of Education of Unified School District No. 342, of Jefferson County of the State of Kansas," and in such name may contract, sue and be sued and acquire, hold and convey real and personal property in accordance with law.

2.2 Membership

The Board of Education shall consist of seven members to be nominated and elected by the qualified voters of the school district in the following manner:

1. To be eligible for membership on the school board, a candidate must be a qualified elector of the unified district and a resident of the member district.
2. Unified School District #342 is divided into three geographical areas, each of which is represented on the board by two resident members.
3. In April, 1967 and thereafter, all board members elected have four year terms or until their successors are elected and qualified. Term to start July 1, following the election.
4. The seventh board member is elected at large each four years beginning April 1967. Term to start July 1, following the election.

2.3 Oath of Office

Members of the board shall qualify by filing their oaths of office with the election officer of the board conducting the election.

2.4 Reimbursement for Expense (01-12-04)

Board of Education Members may be paid mileage, which is to be set annually by the Board of Education, and its actual and necessary expenses incurred in the performance of its official duties.

No board member shall be reimbursed for expenses incurred for any travel unless the travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled in attending board meetings and in the performance of district business. Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member.

2.5 Vacancies on the Board

The Board of unified district shall have the power to fill any vacancy which may occur in its membership.

2.6 Board Committees (12/09/13)

The board shall operate at all times as a committee of the whole.

There shall be no standing or temporary board committees except as provided for in this policy. Board members may serve on committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than three board members. Board subcommittees are subject to the open meetings law.

Advisory Committees

After considering administrative recommendations, the board may establish advisory committees. The type and function of each advisory committee shall be dictated by district needs. After considering recommendations of the superintendent and other members of the administrative staff, the board shall appoint all members of board advisory committees.

No financial assistance shall be furnished any committee without prior board approval. The superintendent shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

2.7 Organization of the Board

At the first meeting in July of each year, the Board shall elect a president and vice-president from its members, each of whom shall serve for one (1) year, or until his successor is elected and qualified. The Board shall appoint a clerk and treasurer, and other personnel as needed. Such clerk and treasurer, and other personnel shall not be board members and shall serve at the pleasure of the Board.

2.8 Duties of the President

It shall be the duty of the president to preside at all meetings of the Board of Education, and to sign all contracts and warrants ordered by the Board of Education to be drawn upon the treasurer for school monies; shall appoint any board committee that may be desired, or that may be required by decision of the Board; and will perform such other duties as may be required by the Board.

2.9 Duties of the Vice-President

The Vice-President shall serve in the absence or disability of the president, assuming the powers and the responsibilities of the president when serving in this capacity.

2.10 Duties of the Clerk or Deputy Clerk

A clerk shall be employed by the Board and shall keep an accurate journal of its proceedings; take care of its books and documents; countersign all warrants drawn upon the treasury by order of the Board, and perform other duties as prescribed by law or which the board may require; maintain records of accounts due the Board; record all contracts; and prepare and submit annual reports showing the following:

1. Money received by the treasurer since the last report, and from what sources received.
2. Amount of building and other special funds and how invested.
3. All monies disbursed and the purposes for which expended.
4. Balance of the general fund in the hands of the treasurer.
5. Balance of the bond and interest fund in the hands of the treasurer.
6. The deputy clerk shall serve in the absence or disability of the clerk, assuming the powers and the responsibilities of the clerk when serving in this capacity.

2.11 Duties of the Treasurer & Assistant Treasurer

The treasurer and assistant treasurer are appointed by and directly responsible to the Board of Education and shall be covered by a \$10,000 corporate surety bond furnished by the Board of Education.

1. Shall deposit all money belonging to the Board, in accord with the provision of Chapter 9, Article 14 of the General Statutes of 1949, and acts amendatory supplemental thereto.
2. Shall attend meetings of the board when required.
3. Shall pay money belonging to the Board only upon warrants signed by the president, or in his absence by the vice-president and countersigned by the clerk.
4. Shall invest idle funds of the district in a manner that will be in the best financial interest of the district and in accordance with Kansas statutes.

2.12 Organizational Meeting

The meeting of the Board for organization will be held at a time after the first of July established by the board in the June meeting. Officers will be elected at this time.

2.13 Time and Place of Meetings

The date, time and place of the regular meeting of the Board shall be set annually at the July organizational meeting, unless ordered otherwise by Board action.

Regular monthly board meetings shall be adjourned no later than 10:30 p.m., except when extended by majority of the board.

2.14 Special Meetings

Special meetings may be called at any time by the President of the Board or by joint action of any three members thereof. Written notice, stating the time and place of any special meeting and the purpose for which called, will, unless waived, be given each member of the Board at least two (2) days in advance of such meeting and no business, other than that stated in the notice will be transacted at such meeting. (72-6754)

2.15 Adjourned Meeting

Adjourned meetings, regular or special, may be held at such time and place as the Board may determine in the motion to adjourn.

2.16 Public Participation at Board Meetings (2-11-08)

Open Forum

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

Patron-Requested Agenda Items

Any patron may request addition of a specific agenda item and shall notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether the request can be solved by staff without the patron's appearance before the board. If not, the superintendent shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

Handling Complaints

The superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members.

2.17 The Agenda

The superintendent shall prepare the agenda for board meetings in cooperation with the president of the board, and the agenda shall be distributed to board members before the board meeting.

Any member may request that items be placed on the agenda. Items to be included on the agenda should be brought to the attention of the president of the board of education or superintendent.

The agenda should be distributed by Friday afternoon prior to the board meeting.

2.18 Order of Business (05/13/02)

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute background material concerning agenda items to all board members prior to each meeting, which then shall be referred to as the annotated agenda.

The board agenda shall be compiled by the superintendent in cooperation with the board president. Other board members may request items to be placed on the agenda. The agenda may include a period of time when the public may speak to the board.

The annotated agenda shall be sent to all board members at least three calendar days prior to any regular board meeting.

The agenda format may include:

- monthly reports to the board;
- a consent agenda containing routine business and information items;
- financial reports including monthly listing of bills ready for payment;
- important correspondence;
- bids, specifications;
- attendance center reports; and
- requests for hearings and other such information.

Other items and reports may be added to the agenda.

2.19 Quorum

A majority of the members (4) of the board who have duly qualified will constitute a quorum for the transaction of business. A new call shall be issued if a quorum fails to appear within thirty (30) minutes following the time set for the meeting.

2.20 Election of Employees (04-10-06)

The board will approve employees except those rendering temporary service, as follows:

1. Regular meeting in January or as soon thereafter as possible--superintendent of schools;
2. Regular meeting in February or as soon thereafter as possible--members of the administrative staff, principals and central office administrators;
3. Regular meeting in March--teaching staff, counselors, consultants and special service personnel;
4. Regular meeting in May—classified personnel.

2.21 Recording of Vote

The official vote on all decisions will be so recorded in the official minutes by the clerk. A roll call vote may be requested by any members prior to the Board President calling for the question.

2.22 Record of Proceedings

The minutes of the board will be recorded by the clerk, approved by the board in regular session, signed by the clerk and president of the board, stored in a safe place, and will be made available, as is any other public document, to any citizen desiring to make an examination of such minutes for a just cause during the hours when the school board office is regularly open to the public. Minutes of the board meetings are official after they have been approved by the board.

2.23 Amendments and Suspension of Rules and Policies

New policies, rules and regulations of the board may be adopted and existing policies, rules and regulations may be amended or repealed at any regular meeting of the board by a majority vote of all members of the board after notice of intention to consider such action is given at least four days prior to such regular meeting.

2.24 Maintenance of Board Policy

The superintendent of schools will maintain a copy of the policies, rules, and regulations, and will endeavor to record and keep up to date such handbook as policies, rules and regulations are changed by board action. Such book will be in loose-leaf form, and will be fully indexed. As changes occur, the date will be stated and reference made to the minutes showing adoption of the same.

All members of the administrative staff are to have copies of the policies, rules, and regulations, and should be kept informed by the superintendent of schools as to changes in policies, rules, and regulations. All members of the administrative staff are to be responsible for informing their staffs as to the policies, rules, and regulations of the board of education.

2.25 Public Records (09/10/07)

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

Types of Records

A public record means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

Central Office Records

Records maintained by the superintendent shall include, but not be limited to the following: financial, personnel, property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records and personnel records.

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Acts. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the district. The superintendent is designated as official custodian of all district office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies (See 7.3 and 7.4).

2.25.1 Document Production, Including Electronic Information (09/10/07)

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

2.26 Depository of Funds

The Board of Education shall designate by official action, recorded in its minutes, the State and National Banks, which shall serve as depositories for school district funds for each fiscal year. The board treasurer shall deposit funds only in such designated banks.

2.27 Property Insurance

The Board of Education shall review insurance coverage annually or at any time when the physical assets of the school district are increased or decreased and shall assure themselves that insurance coverage is adequate and consistent with good business practice.

2.28 Organization Memberships

The Board of Education may hold membership in the Kansas School Board Association and National School Board Association. All school board members shall be reimbursed for expenses while traveling on school business to the KASB and NASB meetings.

2.29 District Authority (01-12-04)

The governance of the district shall be vested in the board.

Home Rule

The board shall have authority to conduct district business without specific statutory delegation. The board may transact all school district business and adopt policies the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools.

2.30 Goals and Objectives (09/14/09)

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

2.31 Developing and Adopting Policy (10/11/10)

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Drafting Policy

The superintendent shall draft all recommended policy changes, including new policy recommendations. The superintendent may involve appropriate staff members, patrons or students when revising or drafting new policy.

Attorney Involvement

Board policies and rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the destruction or removal of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web site to access current board policy.

Historical Policy Files

The clerk shall keep an historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

ARTICLE III
THE ADMINISTRATIVE SERVICES

3.1 Underlying Policies or Purposes

1. To delegate to the Superintendent of Schools, the administrative functions of the Board of Education, with the board retaining its legislative and judicial functions.
2. To provide such additional administrative staff as may be needed to assist the Superintendent of Schools in his administrative functions.
3. To establish qualifications of such personnel as are in keeping with the requirements of the particular position.
4. To give formal approval to the administrative structure and relationship of the school system as developed by the Superintendent of Schools and his staff.

3.2 Definition of Central Administration

The term “Central Administration” will apply to those officers and to those controls that operate over the school system as a whole, or over some administrative division of the system. Other administrative services are those involving the administration of a school.

3.3 Central Administrative Officer

The line officer of this unit of the administrative system shall include the Superintendent of Schools. This position involves administrative functions that operate over the school system as a whole and command broad, general divisions of the school district.

3.4 Line and Staff Organization

Line organization is basically simple in that it involves a direct flow of authority upward and downward. A line officer has power and authority over subordinates and is a generalist who executes administrative actions.

Line officers have the ultimate responsibility for carrying out the educational program and there is a direct line of authority and responsibility that extends from the electorate to the teachers and pupils. The line of authority extends both ways. Theoretically, a person in this line always deals with the person next in authority either above or below him.

ELECTORATE
BOARD OF EDUCATION
SUPERINTENDENT OF SCHOOLS
PRINCIPALS
TEACHERS
PUPILS

3.5 The Superintendent of Schools

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all the schools. The superintendent is responsible for management of the schools under board policies and is accountable to the board.

The superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

3.6 Qualifications

The superintendent shall have or be eligible for a Kansas superintendent's certificate.

3.7 Duties

The responsibility of the superintendent shall be:

1. To serve as administrative head of the district;
2. To keep the board informed on the progress and condition of the schools;
3. To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational developments and to recommend changes in programs;
4. To carry out the board's policies and rules;
5. To monitor educational policies and to recommend needed changes to the board;
6. To recommend positions required to provide adequate personnel for the operation of education programs;
7. To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;
8. To supervise the preparation of the annual budget and to recommend it to the board for consideration;
9. To advise and recommend in business administration matters;
10. To study the schools' needs and to keep the public informed concerning these needs;
11. To assure that the district finances are properly managed.

3.8 Recruitment

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Applications for the superintendency shall be screened by a professional committee selected by the board. Finalists' districts should be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

3.9 Appointment

The board may offer a contract not to exceed three years in length. The superintendent's contract shall be considered for renewal on or before the statutory date for nonrenewal.

3.10 Compensation and Benefits

Compensation and benefits of the superintendent shall be determined annually by the board and shall be based on performance and the ability to carry out the board's policies.

3.11 Expense Reimbursement and Credit Cards (08/10/2015)

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

3.12 Staff Development Opportunities

The superintendent shall keep updated on new educational practices by: study, visiting other districts, attending educational conferences and other means approved by the board.

3.13 Qualifications of the Building Principals

1. Secondary Schools: It will be the general policy to require that persons approved as Secondary School Principal will hold the Master's Degree qualifying the principal for a secondary school administrator's certificate from a college or university of approved standing and shall have had approved and successful experience in his chosen field.
2. Elementary Schools: To be eligible for approval as a principal of an elementary school, the candidate must have at least the Master's Degree

qualifying him for an elementary school administrator's certificate from a college or university of approved standing. In addition, such candidate must have had teaching and/or administrative experience on the elementary school level.

3.14 Appointment of Building Principals

All principals will be appointed by the Board of Education after recommendation by the Superintendent of Schools. Building principals may be appointed for a term of one, two, or three years.

3.15 Duties of Building Principals

1. The relationship of the building principals with other staff members are as indicated on the organizational chart.
2. The building principal is directly responsible for the organization, administration and supervision of the instructional program within his/her school. As instructional leader in an individual school, the principal shall cooperate with the directors and other staff members, and in general shall develop and continually review a program designed to develop and improve instruction within an individual school.
3. The building principal has responsibility for the general welfare of students, administration, the principal has overall responsibility for the supervision of students during the school day, on school trips and during any activity or function sponsored by the school and attended by students. In addition, pupil personnel responsibilities include those concerning pupil discipline, attendance and development and progress of individuals as they are affected by the instructional program. In general, the school does not assume responsibility for the conduct of children to and from school, but will work cooperatively with parents in attempting to control such conduct.
4. The principal shall be informed and comply with the legal and regulatory requirements of various governmental agencies, such as:
 - a. The State Fire Marshall
 - b. City Police and Fire Departments
 - c. State Board of Health
 - d. Civilian Defense Agency
 - e. The Federal Government
 - f. The Board of Education
 - g. The State Department of Education
 - h. Local Health Agencies
5. The principal is an authority over the building and grounds, and as such, is responsible for the maintenance of a safe, clean, attractive and well kept building. In the performance of this responsibility, the principals shall cooperate with the superintendent and the custodial force of the individual school.

6. The building principal is responsible for the fostering of harmonious relationships with patrons and the community in general.

3.16 Substitutes for Principals

Substitutes for Principals may be provided as needs dictate. Said substitutes will be approved by the Superintendent of Schools.

3.17 Mileage Reimbursement for Administrators

Administrators will be reimbursed on a mileage basis for district official travel when using their personal cars, at the rate set annually by the Board of Education.

3.18 Membership

The administrative staff consists of the following positions:

1. Superintendent of Schools
2. Secondary Principal
3. Elementary Principal
4. Clerk of the Board of Education

3.19 Purpose

The purposes of the Administrative Staff are:

1. To allow an exchange of information, practices and problems between and among administrators of all schools.
2. To serve as a sounding board and an advisory body for the Superintendent so that he may be aware of concerns, attitudes, feelings, etc., of the personnel of the entire school system.
3. To make administrative decisions which are appropriate for this group and to make policy proposals to the Superintendent which may be recommended to the Board of Education.

3.20 Administrative Workshops

All administrators will give oral reports to the Board of Education of all workshops attended.

3.21 Policy Implementation (09/11/00)

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, nonrenewal or termination of employment in accordance with procedures set forth in the Board of Education policies and rules.

3.22 Nepotism (12/09/13)

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board.

Except in an emergency, the board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member.

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law.

Part-time or Seasonal Employees

The district may employ relatives of board members or administrators for seasonal or limited part-time work. In addition, the district may employ relatives as outlined in emergency situations when the employment of such persons is in the best interest of the district. An emergency situation may be determined by the superintendent and will be explained in a public meeting of the board prior to the board's approval of employment of a relative.

3.23 Administrator Evaluation (08/11/14)

Administrative personnel shall be evaluated in writing by the superintendent in accordance with legal requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent and others authorized by law.

The board's procedures concerning evaluation of district administrators shall be on file with the clerk in the central office and may be published in the appropriate handbook.

ARTICLE IV EDUCATIONAL PROGRAM

4.1 Underlying Policies or Purposes of the Educational Program

1. To give to each child, insofar as his abilities permit, a sound mastery of the tools of learning and communication, such as reading, writing, arithmetic and use of written and spoken language.
2. To provide flexibility in the curriculum so that the gifted, the typical and the handicapped may be prepared for effective citizenship and service whether the child enters a vocation from secondary school or continues in post high school programs.
3. To provide physical education and health service so that every child will learn to develop and safeguard good health habits and physical skills.
4. To provide opportunities for experiences in the cultural and fine arts so that every student, through self-expression, becomes more aware of aesthetic values and acquires some discriminating insight as a future consumer or practitioner.
5. To develop a guidance program which will be a basic part of the total educational program and will be designed to assist the development of each individual in the manner reflected by this philosophy.
6. To introduce and prepare each child for an appreciation and understanding of the world of work.
7. To develop clear, critical and creative thinking in the social and physical sciences.
8. To develop an acceptance of the obligation for conserving and making wise use of human and material resources.
9. To develop an acceptance of moral, ethical and spiritual values conducive to democratic living.
10. To challenge each child through motivation, incentives and educational experiences designed to provide students with the opportunity to develop appreciation for the value of learning and to develop those skills necessary to "learn how to learn" so that such skills become functional and useful in problem solving.

4.2 Organization of Schools

The schools of district 342 are to be organized for classification as follows:

1. Elementary School - Kindergarten through Grade Five
2. Middle School - Grades Six through Eight
3. Secondary School - Grades Nine through Twelve

4.3 Curriculum Point of View

The organization and establishment of curriculum in the school system shall be governed by the principle of "adaptation to individual, community and national needs."

The curricular structure shall be coordinated and integrated vertically and horizontally in such a way as to contribute to continuity in the instructional program from kindergarten through grade twelve. The Board of Education encourages the development of a program designed to explore, evaluate and to adapt new techniques to curricular improvement.

4.4 Purposes of the Curriculum

The curriculum includes all experiences of the pupil, both in and out of the classroom, used by a school for the growth and development of the learner.

The broad framework of the curriculum, developed and adopted by the school system, should allow for as much initiative as the teacher and the pupils can use wisely to organize experiences appropriate for pupils of varying needs and abilities.

4.5 Specialized Instructional Services

1. To provide such additional special service personnel as may be needed to assist in the development and improvement of the instructional program.
2. To broaden the instructional program through the provision of specialized instructional programs in keeping with the needs of the school district.
3. To establish qualifications of such personnel that are in keeping with the requirements of the particular position.
4. To give formal approval to the duties and relationships of such personnel as developed by the Superintendent of Schools and his staff.
5. To enrich the instructional program through the provision of specialized technical assistance to the classroom teacher.

4.6 Special Education Services (08/11/14)

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural

Safeguards in Parent Rights in Special Education” published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules and regulations.

4.7 Homebound and Hospital Instruction for Children Who Are Ill

A program of homebound instruction will be made available to all children, who because of physical limitation or severe emotional disturbance are unable to attend school.

Homebound or hospital instruction is made available through the Superintendent of Schools in a manner consistent with the rules and regulations of the Northeast Kansas Education Service Center.

4.8 Elementary School Music (04-10-06)

Instruction in instrumental music may be made available to all elementary children in the district following the completion of their fourth grade school year. School owned instruments will be issued primarily to those students who are judged as potentially capable, yet unable to participate because of economic and other reasons. Classroom music may be made available to all elementary children in grades kindergarten through fifth by the music teachers and/or aides.

4.9 Secondary School Vocal and Instrumental Music

A program of vocal and instrumental music may be made available to all secondary children of the schools.

4.10 Private Tutoring

Private tutoring can be a vital part of a student's educational program and it is important that the tutoring services be administered in such a manner as to be of benefit to the student and the school. Realizing that in most instances classroom teachers possess the necessary qualifications in their particular fields of training for tutoring, the following are approved as a guide for McLouth teachers and administrators:

1. The mark of an excellent teacher is that going "beyond the call of duty" to instruct or assist one of the students, and therefore should not expect to receive pay for any "out-of-school" hours of instruction given to pupils.
2. A teacher shall not do private tutoring at any time during the regular school day or at any time that would prevent accepting responsibilities in school related activities.
3. Unless approved by the superintendent, a teacher will not use school facilities in connection with private tutoring, but may check out materials from principals or from the office of instruction.

4.11 Summer School Program

The Board of Education may make available classes of summer school instruction as the needs of the school district seem to demand. Such a program may be designed as an enrichment or remedial experience over and beyond the regular school year classes and may encompass kindergarten through grade twelve. The Board of Education may provide the necessary facilities for conducting a summer school program.

The Board of Education cannot always be expected to provide local tax funds for the services of instructors, materials, supplies, etc. A fee may be charged to students who enroll in the summer school program. The fee assessed will be based upon the cost of the instruction and materials necessary for implementing the program. If federal funds are available for the summer school program they may be made available according to the guidelines set forth by the grant and to the limits of the sources provided. Necessary supervision will be provided all programs to insure that the classes are meeting the needs for which they were organized. Such supervision may be provided from both nonlocal tax funds and regularly employed administrative personnel.

4.12 Field Trips (11-14-11)

USD Approved Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may occur during class time or the employee's work day with prior approval of the administration.

4.13 Parental Permission for Trips

1. "Blanket" permission for all school trips within the school district will be secured from the parents of each pupil when he/she first enrolls in the elementary school.
2. Special permission will be requested of parents for each elementary school child each time a school trip is taken outside the district.
3. No school trip will be taken without the prior approval of the building principal.
4. Trips will be by such conveyance as will insure maximum safety to the participants and provide adequate protection involved in the use of transportation facilities.

4.14 Provisions of the Textbook Rental Program (05-09-05)

1. The Board of Education will provide the funds with which to make initial purchases of text materials for use of all elementary and secondary school pupils through the textbook rental program.
2. Expansion and maintenance of the program will be carried out on a gradual basis in accordance with requirements and limitation imposed by the State Department of Education, the needs for text materials, and availability of funds.
3. The rental fee to be charged each participating pupil will be such as to permit recovery of the initial cost of the text and related materials during the period of its use.
4. The fund of accruing fees will constitute a rotating fund to be used solely for maintenance of the program and for the replacement of materials. The program will be operated on a nonprofit basis. Should the established program show a profit beyond a sound operating balance, the fees will be reduced accordingly.
5. The rotating fund created for and by the textbook rental program will be handled in a special account by the Board of Education Office for the elementary and secondary schools.
6. Decisions regarding the nature and use of text materials provided through the program will be made by the curriculum committee and elementary and secondary principals collectively.
7. Should an elementary or secondary pupil damage or destroy text materials provided under this program, the pupil will provide for satisfactory repair or replacement of the materials. The classroom teacher and the principal will have the responsibility for enforcing this regulation.

4.15 Basic Testing Program

There will be a basic testing program designed to evaluate the outcome of the educational program and to provide information needed in working with individuals. Such basic testing programs will be supplemented by such individual and supplementary

tests as the needs of the educational program and the district would seem to indicate. Such a program will be coordinated from kindergarten through grade twelve in order to provide continuity in the total program. The coordination and development of such a program will be the responsibility of the superintendent of schools.

4.16 Student Organizations and Activities

The Board of Education encourages the provision and establishing of such student organizations and activities as may be needed to provide a well-rounded educational program. However, such organizations and activities are to be conducted in strict accordance with the rules and regulations established by Kansas Educational Agencies. Every effort should be made to schedule student activities in such a way as to avoid infringing upon student and teacher time spent in academic work. Scheduling of night activities will not be allowed on Wednesday nights. This would not apply to afternoon or early evening activities.

4.17 Distribution of Printed Material on School Property

Printed material to be distributed on or in school buildings shall have prior approval of the building principal. The principal will give approval or disapproval based on the criteria that the distribution of such material would or would not interfere with the educational efforts of the school. The following facts will be used by the principal in making the decision concerning the distribution of materials.

1. Names and addresses of parties directly and indirectly responsible for the preparation and distribution should be determined.
2. A preview of the nature and content of the material should be made in order to assure that it is without profanity and obscenity and that nothing be contained therein, which would encourage and promote criminal or unlawful activity.
3. The time and place of the proposed distribution of such materials should be known and assurance reached that the distribution will not interfere with the instruction of distributors or with the instruction of other students.
4. Assurance should be made that discarded printed materials will not create litter in the building or on the premises.

4.18 Athletic Programs

A program of competitive athletics will be made available to students from grade seven through grade twelve. The athletic program should be as nearly self-sufficient financially as possible, with the fee rate being such as to not be prohibitive to interested spectators and patrons. However, in some cases, program subsidy will be provided on recommendation of the Superintendent of Schools and approval of the Board of Education.

4.19 Cooperating Agencies

A number of agencies and organizations within the county provide resources of inestimable value to the schools and to our community. The Board of Education encourages cooperation with such agencies and organizations.

4.20 Controversial Issues and Their Place in the Schools of District 342

Democracy does not thrive when people conceal, compromise or apologize for their views on issues. In fact, it is expected that when men hold different aims and views, clashes will sometimes occur. There is, however, agreement regarding allegiance to the rules by which issues are resolved and decisions reached. The ability to deal reasonably with different points of view is essential to intelligent participation in a free and open society.

In view of the importance attached to the free exchange of ideas in the United States, the consideration of issues on which there is public disagreement deserves a significant place in our educational process. Classroom treatment of controversial issues is generally accepted as an important part of education for effective citizenship. In fact, it is difficult to conceive the American schools doing anything other than what they have always done, handling issues on which there is a difference of opinion as a part of the normal day to day operation in a school.

It is our policy in McLouth USD #342 to encourage an impartial, scientific study of controversial issues that result from any area of study in order that pupils may have the opportunity to explore such issues in a learning environment that is as free from prejudice as is humanly possible.

4.21 Definition

A controversial issue is any topic or problem on which there are differences of opinion. A controversial issue arises when different interpretations are given to a particular set of circumstances. Although there may be disagreement over facts, an issue usually becomes controversial because of values which are applied to the facts. Such issues will vary according to region; community; prevailing political, economical and sociological climate and time.

4.22 Criteria for Controversial Issues

1. The topic should be significant or related to a persistent problem so that the information acquired about it will be of continued usefulness. Significant issues are those which, in general, concern considerable numbers of people; are related to basic principles; or at the moment, are under consideration by the public.
2. The topic should be within the emotional, intellectual, and social capacities of the class.
3. There should be adequate and appropriate materials available which present all sides of the issue.

4. The issue should be of importance and interest to students.
5. The topic should be one which the teacher can handle from both a personal and academic point of view.
6. The topic should be one which is in harmony with the nature of the course of study and one which is in keeping with the general aims and objectives of McLouth USD #342.

4.23 Rights and Responsibilities of Teachers

1. Teachers should realize that freedom to teach must not be construed to mean license to shock or to indoctrinate. Teachers must use careful professional judgment in deciding what issues will be discussed in their classrooms.
2. Teachers should have the right to express an opinion providing the pupils understand it is the teacher's opinion and does not have to be accepted by the pupils as an authoritative answer. No pupil should feel ostracized because his opinion varies from that of the teacher or his fellow classmates.
3. It is the duty of teachers to teach students to arrive at decisions based on a rational examination of evidence rather than on an emotional reaction.
4. The teacher who handles controversial issues in the classroom according to the spirit of this statement of policy will have the support of the school administration and the Board of Education.

4.24 Religion in the Schools

The question of the proper role of religion in the public schools is a very sensitive one. The Board of Education of USD #342 is committed to providing the best possible education for the students of the district. Religion and/or personal philosophy are some of the most important aspects of human life and society and accordingly cannot be ignored in the public schools.

At the same time, the board is committed to adherence to the law of the land relating to religious freedom and to the nonestablishment of religion in all the programs and activities of the public schools. The realization of these goals calls for the fullest possible understanding on the part of the personnel of the public school system and on the part of the students, parents, and other members of the community.

The part that religion has played in the social and historical development of civilization is an inevitable part of the school curriculum and should not be avoided at any level of education. When the subject occurs naturally in studying other topics, it should be treated as a part of that study. Students should also be afforded the opportunity, through electives, to study more specific courses in the history, sociology, literature and philosophy of religions. As with any other subject, topics of a religious nature should be viewed objectively and be open to comparative study.

4.25 School Site Councils (08/11/14)

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district and

school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year.

4.26 Title I Programs (03/10/14)

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

The board shall designate at least one meeting date each year for the purpose of providing parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

4.27 Printing and Duplicating Services (01-12-04)

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

4.28 College Classes (09-08-08)

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

4.29 Animals and Plants in the School (12/09/2013)

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Service Animals in the Schools

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

4.30 Student Activities (12/09/2013)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.
-

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities may be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The district office shall maintain an accurate record of all student activity funds. The superintendent shall make a monthly report to the board of the revenue and expenditures of the activity fund. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

4.31 Section 504 Accommodations for Students (08/11/2014)

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

ARTICLE V THE TEACHING SERVICE

5.1 Underlying Policies or Purposes

1. To make available to the children of McLouth USD #342, the best classroom teachers possible.
2. To establish qualifications that are in keeping with the accomplishing of the above policy.
3. To assign such teachers in a manner that is in keeping with the welfare of the teacher, the students and the school system as a whole.
4. To regulate a teacher's duties in such a way as to permit the maximum attention to the most important task at hand - the teaching of children.

5.2 Qualifications of Regular Teachers

In order to qualify for employment as a teacher in the McLouth Unified School District, each applicant shall possess a Baccalaureate Degree and a valid Kansas teaching certificate. Teaching experience is desired, but beginning teachers may be employed upon the recommendation of the superintendent of schools. Other qualifications being equal, preference will be given to those teachers having experience and hours beyond the Baccalaureate Degree.

The teacher's training must especially qualify the teacher for the position desired, subject to the approval of the superintendent. Secondary school teachers shall have had special training subjects for the work they are to do, subject to the approval of the superintendent. This will apply to both subject matter and professional education courses with the teacher meeting the requirements of the State Department of Education.

5.3 Term of Employment of Regular Teachers

Classroom teachers will be employed annually. Contracts will be executed in keeping with the school calendar as adopted by the Board of Education.

5.4 Appointment of Regular Teachers

The superintendent will recommend teachers to fill all vacancies in the education staff. The superintendent will recommend to the Board of Education at the April meeting a list of teachers who are to be continued in service.

5.5 Assignment and Transfer of Regular Teachers

The superintendent of schools will have the authority to assign all teachers to their respective positions in the school, and to recommend to the Board of Education their reassignments to another school when the best interests of the school program will be served.

5.6 Teachers' Public Relations Function

Good teaching and teacher/pupil rapport benefits not only the individual pupil, but the entire school system. The teacher is the school's most effective instrument in maintaining good home/school relationships.

5.7 General Duties of Teachers

1. To provide the best instructional program possible for students under their direction.
2. To become knowledgeable about the rules, regulations, and policies governing the schools.
3. The teacher is responsible for the conduct of pupils, but shall feel free to consult the principal when it is necessary to do so.
4. The teacher is responsible for evaluating pupil progress and promotion of pupils in keeping with the policies, rules, and regulations of the Board of Education. All teachers will prepare and furnish all reports that may be required to the principals.
5. The teacher is responsible for participating in the cooperative efforts of the staff as a whole. The teacher is expected to contribute toward the development of a maximum team effort and spirit.

5.8 Equal Opportunity and Freedom from Discrimination

It is the intent of the Board of Education that every student in the school system be given the best opportunity possible for a quality education, regardless of economic background, religious affiliation, race, educational need, or gender. It is the intent of the board that all school personnel be free of prejudicial attitudes and actions toward any student.

We know that within any school there will always be a need to work for equal educational opportunities for all boys and girls of the community. We will continue to work toward this ideal throughout the school district.

The board encourages the staff at all times to work with students, parents and citizens to the end of insuring the optimum development of each individual student in the school district.

5.9 Discrimination Denounced

The Board of Education hereby advocates a policy of nondiscrimination as it pertains to the relationship of school personnel to students in the specific areas: racism, sexism, economics, labeling, religion, intellectual capacity, national origin, and age.

5.10 Sexism

All courses will be open equally, without regard to a student's sex, unless a specific course is proven to be a bona fide necessity and exclusively for one or the other

sex. Equal opportunity will be developed for both sexes to participate in and receive the benefits from extracurricular activities, including intramural and interscholastic competition. Equal opportunity will be equated on the basis of financial support, comparable coaching, comparable facilities and comparable game participation, to the extent that the need, interest and demand by both sexes justifies such comparability.

5.11 Instructional Materials

All new textbooks and other instructional materials will be evaluated for any bias with regard to economic background, religious affiliation, race, educational need, or gender and it is the intent of the board that only those materials free from such bias be purchased for use in the instructional program in the school district. Members of the administrative and instructional staff will be guided by this statement as recommendations are made for new instructional materials.

5.12 Qualifications of Substitute Teachers

Substitute teachers shall possess the certification requirements required for the position to be filled. However, in cases where this is impossible, persons whose past experience and training make them likely candidates, may be used. All substitutes will be secured through the building principals.

5.13 Payment of Substitute Teachers

Substitute teachers will be paid on the basis of a schedule as recommended by the superintendent of schools and approved by the Board of Education. For occasional day by day substitution the teacher will be paid on a fixed per diem basis. However, after serving ten days in the same assignment or when the substitute must assume the full duties of the regular teacher, the wage will be governed by the salary schedule.

5.14 Information for Substitute Teachers

Except in instances where emergency does not permit, the regular teacher will prepare outlines and plans for the substitute teacher. Schedules and information concerning routine procedures should be made available by the principal.

5.15 Scope of Negotiations (09-13-04)

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the district.

**ARTICLE VI
PUPIL PERSONNEL ADMINISTRATION**

6.1 Underlying Policies or Purposes

1. To establish a minimum administrative structure that will provide for the educational and personal welfare of each individual student.
2. To develop the means of classifying, evaluating, reporting and pupil control that are in keeping with the purposes of the schools of District 342 as specified in the educational philosophy of the Board of Education.
3. To provide the opportunity for the maximum intellectual growth of each individual child attending the schools of District 342.

6.2 Admission of Resident Students

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, a person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

6.3 Age of Admission

The age of entrance to kindergarten and first grade is set in accordance with state law. The provisions of this law are as follows:

1. Any child who will attain the age of five (5) years on or before August 31 of any school year shall be eligible to enter kindergarten.
2. Any child who will attain the age of six (6) years on or before August 31 of any school year shall be eligible to enter first grade.
3. Any child who shall have completed a kindergarten course maintained by a public school district or an accredited private, denominational or parochial school shall be eligible to enter first grade regardless of age.

6.4 Admission of Nonresident Students (07/9/91)

Students in kindergarten through grade twelve will be considered legal residents of the McLouth Unified School District if the child lives in the district, with a resident of the district and the resident is a parent, or a person acting as a parent of the child; or the child lives in the district as a result of placement therein by a District Court or the Secretary of Social & Rehabilitation Service.

If a child is homeless, living in a temporary shelter, or without a permanent address, the child shall be treated as a resident. The school principal or designee shall coordinate services for homeless children or youth, including matters regarding access to

school, placement, service or program eligibility, records transfer, and other matters which may require attention because of a child's or youth's homeless condition.

Nonresident students whose previous semester's effort in achievement, attendance and conduct are acceptable, may be admitted to the public schools of this district if they meet the criteria below and are approved by the superintendent.

- 1) EXCEPTION: Students who enroll prior to September 20 (count day).
- 2) EXCEPTION: That exchange student (non-foreign) living in the district under the provisions of a recognized student exchange program may attend district school and will not be charged tuition.
- 3) EXCEPTION: Students in grades kindergarten through twelve inclusive, who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract and made a down payment to buy, build, lease or rent a dwelling which is to be occupied as their primary residence sometime during the first semester will be granted permission to begin the school year in the school attendance area in which they will reside.
- 4) EXCEPTION: When students move outside the McLouth School District on or after the close of the third nine week period, they may be allowed to finish the school year without tuition if their grades and conduct so warrant, and if an application is completed and approved. If the move from the school district is made after the third nine weeks of the junior year, said student may enroll and attend tuition free upon proper request and complete the senior year as long as the student is in good standing. No allowance is made for transportation as it is to be provided by the student and/or the family.

6.5 Testing Services for Children Entering School

In light of the state law, testing to determine eligibility for entrance to kindergarten will not be required; however, parents who have doubts as to the advisability of entering their child in kindergarten or waiting another year may request that the child be given an individual test by a school psychologist. Such requests should be made through the building principal.

6.6 Other Testing Services for Children Entering School

The program of testing will be extended to any incoming kindergarten child when requested by parents. The test data obtained will not be used as criteria for exclusion from or admission to school but rather as early assessment of the child's specific needs and potential.

6.7 Enrollment (08/10/2015)

Resident Students

A "resident student" is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are "homeless" as defined by Kansas law and who are located in

the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any non-resident application. Such criteria may include student grades, attendance and disciplinary records, and other factors as determined by the board.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and the public.

Part-Time Students

Part-time students may enroll with the administration’s permission if they complete all paperwork in a timely fashion and are in attendance no later than **September 19th**. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available and the students follow the district’s student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy ??????

Transferring from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

6.8 Inoculations (09-08-08)

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

At the beginning of each school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) Related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

6.9 Birth Certificate Required for Admission

The school must verify the reported age of birth with the date shown on the pupil's birth certificate. The school must record the birth certificate number (or the nature of the other proof of birth accepted) on the line below "Birth Place" on the enrollment information sheet. Every reasonable attempt should be made to obtain the birth certificate number.

6.10 Attendance Must Be Regular

Regular attendance is an important contributing factor to school success. The Board of Education feels that school attendance is a privilege and not an imposition, and therefore encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled.

6.11 Absences and Excuses (08/10/2015)

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

6.12 Truancy (12/09/2013)

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

6.13 Conduct - Extent of School's Authority

The schools have the authority, though not the responsibility to regulate the conduct of pupils being transported by the district. The building principal may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules or regulations adopted by the board under authority of this subsection.

6.14 General Conduct of Students

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times.

6.15 Leaving School

Students shall not be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee or parent or guardian, students shall not be permitted to leave the school premises before the appointed hour of school closing, except in cases of illness or at the specific written or personal request of the parent or guardian, and then only with the consent of the principal. No child is to be permitted or directed to go home during the regular school day unless the parent is informed except that in cases of disaster or emergency of great magnitude the principal is authorized to dismiss the entire student body when, in the principal's opinion, such action is in its best interests for safety. A succession of authority shall be established designating those persons empowered to act in case the principal is absent or incapacitated.

6.16 Disturbance, Disorders and Demonstrations in Schools and Activities (12-12-11)

The principal of each school will establish rules for orderly demonstrations by students subject to the following conditions: that there is no disruption of the operation of any class or school function and that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulations.

Strikes by students are prohibited. A strike shall mean the concerted effort by two or more students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused; and refusal to leave a school building or grounds.

Any demonstration which is disruptive of a class(es) or school function or is about to become so, may be ended by the building principal. Demonstrations on school property are a privilege and may be revoked at any time by the principal or the superintendent.

Crowd Control at School Sponsored Activities

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; may be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Criminal Possession of a Firearm

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or

structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

6.17 Nondiscrimination (11/11/96)

Discrimination, insult, intimidation, or harassment against any student on the basis of race, color, national origin, sex, disability, or religion in the admission of access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, USD 342, P O Box 40, McLouth, KS 66054-0040, Phone (913)796-2201, has been designated to coordinate compliance with nondiscrimination requirement contained in the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulations to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

6.18 Persons Other Than Students

1. General Public on School Property
 - a. The principal of the building in which an activity to which the public is invited is being held, or other school employee supervising such activity shall demand that all persons involved leave the school property.
 - b. If no results, such principal or person in charge shall call the nearest law enforcement agency for assistance and to enforce state statutes or City Ordinances applicable.
2. Noncertificated Employees of District
 - a. The principal of the building shall demand that such employee return to assigned duty.
 - b. Such principal shall report the disturbance or disorder to the superintendent.
 - c. The principal shall, if deemed necessary, call on the nearest law enforcement agency for assistance and to enforce State Statutes or City Ordinances applicable.

3. Certificated Employees
 - a. The principal of the building shall demand that such employee will return to their assigned station or classroom.
 - b. The principal shall notify the superintendent.
 - c. The superintendent shall make an investigation of the facts and take such action as the superintendent sees fit in accordance with the Teachers' Practices Act.
 - d. The principal or superintendent may, if deemed necessary, call on the nearest law enforcement agency for assistance and to enforce State Statutes or City Ordinances applicable.
 - e. The Board of Education may take action in accordance with the provisions of the laws of Kansas.

6.19 Discipline

It is the desire and intention of the Board of Education that every available resource be used and every effort be made by school personnel to assist those students who are experiencing adjustment or behavior problems in school. Depending on the nature, seriousness and gravity of the student's behavior, efforts to resolve the problem may, but are not required to include:

1. Hold teacher-student conference.
2. Hold teacher-student-counselor conference.
3. Hold parent-teacher-student conference.
4. Hold case conference involving appropriate staff members of the school and/or related community agencies for the purpose of evaluating the situation and exploring alternatives.
5. Consideration should be given to alternatives such as the following: review and evaluation of the student's program of study with possible adjustments or alternative programs; reassignment to another teacher, or other teachers; specific assignment of a teacher or counselor to the student for frequent contacts, positive reinforcement and counseling.

6.20 Conduct that May Lead to Suspension or Expulsion (09/11/00)

Students may be suspended or expelled for one or more of the following reasons:

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
7. Possession of a weapon at school, on school property or at a school sponsored event.

6.21 Weapons (08/10/2015)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than ½ inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens, falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapon violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

6.22 Application of Policy to All District Schools

Unacceptable student behavior as identified in 6.25 is a basis for out of school suspension in District #342. The principal of the student's parent school will have the jurisdiction when the misconduct is brought to the principal's attention by another school principal.

There must be sufficient reason to believe that the student's action at school will be much improved before being permitted to return to school.

School administrators may assist parents with student problems that take place on the way to and from school, but legal responsibility for problems away from school premises rests with parents and civil authorities.

6.23 Authorization to Expel or Suspend (09/11/00)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

6.24 Suspension and Expulsion Procedures (09/11/06)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Suspension and Expulsion Procedures

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Suspension and Expulsion Procedures

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Suspension and Expulsion Procedures

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.

- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;

Suspension and Expulsion Procedures

- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

6.25 Procedural Due Process

The following regulations will be followed in affording procedural due process in cases of appeals by students to the Board of Education.

1. The right of the pupil to have counsel of the pupil's own choice present and to receive the advice of such counsel or other person whom the pupil may select, and
2. The right of the parents or guardians of the pupil to be present at the hearing, and
3. The right of the pupil and counsel or advisor to hear or read a full report of testimony of witnesses against the pupil, and
4. The right of the pupil to present the pupil's own witnesses in person or their testimony by affidavit, and
5. The right of the pupil to testify in the pupil's own behalf and give reasons for his conduct, and
6. The right of the pupil to have an orderly hearing, and
7. The right of the pupil to have a fair and impartial decision based on substantial evidence, and
8. The right of the pupil to be notified of the circumstances of the charges and names of the principle witness (or witnesses) against the pupil, prior to the initial hearing in which the pupil's expulsion or extended suspension is proposed.

6.26 Corporal Punishment

Corporal punishment may not be applied.

6.27 Reduced Work Load

All students shall be expected to carry a normal load of classroom work and to participate in classroom activities; however, a student whose health demands it, upon presentation of a physician's certificate and with the consent of the principal, may be permitted to carry less than a normal work load and restrict activities to those which seem to be in the best interest of the child and the school.

6.28 Student Insurance Program (11-14-11)

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents. This insurance is voluntary on the part of students and parents, or guardians, and the nominal premium is to be paid by them.

6.29 Promotion, Retention and Assignment

All assignment, retention and acceleration actions shall be the responsibility of the building principal in consultation with parents, and appropriate school personnel.

6.30 Grade Entrance

Pupils may enter grades one to six at any time upon the basis of credentials submitted from other accredited school systems.

6.31 Grade Promotion and Classification

Pupils in grades kindergarten to six are promoted on the basis of the teacher's estimate of the work done by the pupil and such evidence of mental capacity and ability as the school system is able to gather.

Special placement is made at any time on the same basis with the approval of the building principal and parents. Provisions may be made to allow students to progress at their varying rates of speed within the subjects or grades.

6.32 Secondary Education

The period of secondary education comprises grades seven through twelve. Students may enter the secondary school:

1. When regularly transferred from the elementary school upon successful completion of sixth grade work.
2. By special promotion or transfer, or joint recommendation of the elementary and secondary school principals, when it is clear that they will profit more by secondary school work.

6.33 Middle School Promotion Requirements (12/10/07)

A seventh or eighth grade student must pass seven or more semesters of eight semesters of core classes (language arts, math, science and social studies) and sixty percent of the semesters of their exploratory courses to be promoted to the next grade level. A sixth grade student must pass nine or more semesters of the ten semesters of core classes (language arts, math, science, social studies and reading) and sixty percent of the semesters of their exploratory courses to be promoted to the seventh grade.

6.34 Graduation Requirements (08/10/2015)

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 24 academic credits of a type meeting state and district requirements.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- If such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness or other hardship conditions.

6.35 Summer School, Correspondence Credit and Continuing Education Credit

Credits contributing to high school graduation may be earned, subject to certain limitation, rules and regulations determined by the administration through the avenues of Summer School, Correspondence or Continuing Education credit.

6.36 Married Students

Married students shall have access to the same educational opportunities, special services and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

To clarify questions that may arise and to make possible fair arrangements for all cases in which married students may be involved, the board has established the following regulations and principles:

They may be classified as special students for attendance purposes, subject to mutual agreement.

All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

6.37 Student Reports

Each student shall receive a report of his scholastic progress, attendance record and citizenship rating at regular intervals during the school year, on dates designated in the annual school calendar.

6.38 Grades

The Grading system in the secondary school shall be as follows:

A---Signifies that the pupil is doing excellent work, is making outstanding progress and frequently performs tasks beyond those regularly assigned.

B---Signifies that the pupil is doing very good work, is making commendable progress, and occasionally performs tasks beyond those regularly assigned.

C---Signifies that the student is doing average work and is making moderate progress.

D---Signifies that the pupil is doing inferior work, but is making some growth.

F---Signifies that the pupil is not meeting minimum requirements to receive credit.

I---Incomplete: The student has not completed assigned work.

6.39 School Parent-Teacher Conferences

Parent-Teacher conferences will be held in accordance with a schedule indicated by the officially adopted school calendar.

6.40 Cumulative Records

Cumulative folders will be maintained for each pupil enrolled in Unified School District #342. The folder will be started when a pupil enters McLouth School for the first time and will be retained in the school where the student is attending. The folder will include all pertinent factual material regarding the pupil that will aid the staff to better understand the pupil except psychological evaluations. These should be cared for as indicated in section 6.42.

6.41 Psychological Evaluations

Psychological reports shall not be included in the cumulative record of students. Separate files will be maintained by the building principal for these reports. When a psychological evaluation has been made, a notation should be made in the file that the student was individually evaluated, the test administered, the date administered and the date of the parent conference concerning the evaluation.

6.42 Complaints (08/10/2015)

Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs

and activities is prohibited. The Superintendent of Schools, USD 342, 217 Summit Street, McLouth KS 66054-0040, Phone: 913-796-2201 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The American with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination procedures in policy 7.26.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting or participating in any investigation, proceeding or hearing.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

6.43 Search and Seizure in the Schools

The principal of a school may search or authorize the search of a student's locker or desk for possession of illegal items. Lockers and desks, although assigned to individual students, are the property of the school district and therefore authorities hold the locker in custody. The building principal or designee may search any locker at any time the principal believes that the locker contains matter prohibited by law or school regulations. It is the right and responsibility of the principal or designee, in company with another school employee and the student whose locker is to be opened when feasible, to make a search of the desk or locker, to seize any item of an illegal nature and turn it over to the civil authorities.

The above statement in no way allows intrusion into an individual's desk or locker by other students.

6.44 Child Abuse (12/09/2013)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department of Children and Families (DCF) office or to the local law enforcement agency if the (DCF) office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning

1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

6.45 Interrogation and Investigations (12/09/2013)

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Conducted by Law Enforcement Officers

When law enforcement officers question a student(s) on a topic unrelated to a report of child abuse during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during such questioning of a student, the principal may be present.

Child Abuse Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations concerning known or suspected child abuse, school staff shall follow the procedures outlined in board policies 6.45 and 10.26 instead of the requirements of this policy.

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on the criminal conduct shall be turned over to law enforcement officials.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or the Department for Children and Families (DCF) authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect. If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible

and shall themselves contact the principal with any information they have regarding the child being taken into custody.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

6.46 Privacy of Student Records

McLouth Unified School District 342 considers all student records, except directory information to be confidential. Appropriate procedures and safeguards will be established and followed to govern access to student records and the release of student records and information to persons, agencies and organizations outside of the school system. Such procedures and safeguards will be consistent with and pursuant to Section 438, Public Law 93-380 as amended.

Definitions:

1. "Attendance" at any agency or institution includes, but is not limited to: attendance in person and by correspondence; and the period during which a person is working under a work-study program.
2. "Commissioner" means the U.S. Commissioner of Education.
3. "Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.
4. "Disclosure" means permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
5. "Education Records" means those records which: are directly related to a student and are maintained by an educational agency or by a party acting for the agency. The term does not include: Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which: are in sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute. For the purpose of this definition a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who permanently succeed the maker of the record in his or her position.
6. "Eligible Student" means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.
7. "Parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. An educational agency or institution may presume the parent has the authority to exercise the rights inherent in the Act unless the school district has been provided with evidence

that there is a court order governing such matters as divorce, separation, custody, or a legally binding instrument which provides to the contrary.

8. "Party" means an individual, agency, institution or organization.
9. "Personally identifiable" means that the data or information includes: the name of a student, the student's parent, or other family member; the address of the student; a personal identifier such as the student's social security number or student number; a list of personal characteristics which would make the student's identity easily traceable; or other information which would make the student's identity easily traceable.
10. "Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.
11. "Secretary" means the Secretary of the U.S. Department of Health, Education, and Welfare.
12. "Student" includes any individual with respect to whom an educational agency or institution maintains education records.

McLouth Unified School District 342 will permit the parent of a student or eligible student who is or has been in attendance at McLouth USD #342 to inspect and review the educational records.

A parent or eligible student who desires to inspect and review the educational records of the student shall submit, in writing, a request to the building principal in charge of the records.

Either parent or eligible student has authority to inspect and review the educational records of the student unless McLouth USD #342 has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as divorce, separation or custody, which proves to the contrary.

Each building principal is charged with the responsibility of student records. These records include: records, files, documents and other material containing personally identifiable information directly related to the student.

McLouth USD #342 is not required to honor requests to review the following records: financial records of the parent; records of supervisory and administrative personnel in sole possession of the maker or his/her substitute.

The parent of a student or an eligible student who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student, may request in writing, the records to be amended.

The building principal will decide if the records should be amended. If the request is denied the requesting party is to be notified in writing within thirty (30) days. The parent or eligible student is to be advised of the right to a hearing. The request for a hearing shall be in writing and directed to the Superintendent of Schools.

Parties to whom education records may be released without the consent of parent or eligible student:

1. Other school officials, including teachers, within the educational institution or agency who have been determined by such agency to have legitimate educational interests.
2. Officials of other schools or school systems where: student must be seeking enrollment in other school system; and parents, notified of the transfer,

receive a copy of the record, if desired and have an opportunity for a hearing to challenge the content.

3. Authorized representatives of: Comptroller General of the United States; Secretary of HEW; Administrative head of education agency and state educational authorities.
4. In connection with a student's application for, or receipt of financial aid.
5. State and local officials to whom information is specifically required to be reported pursuant to state statute adopted before November 19, 1974.
6. Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs.
7. Accrediting organizations.

Schools may make directory information available without parental or eligible student's consent:

1. School must give public notice of categories of information designated as directory information with respect to each student.
2. School must allow reasonable time after public notice to allow parents to inform the school that any and all of the directory information should not be released without the parent's prior consent.
3. Directory information includes the following information about the student:
 - a. The student's name, address, telephone number, date of birth,
 - b. the student's major field of study,
 - c. the student's participation in officially recognized activities and sports,
 - d. the weight and height of members of athletic teams,
 - e. dates of attendance,
 - f. degrees and awards received, and
 - g. the most recent educational agency or institution attended by the student.

The parent of a student or an eligible student may request personal copies of the records. The charge of the records shall be .10 per 8 1/2 x 11" page, plus mailing charges, if necessary.

6.47 School Dances (8-8-05)

All school dances and the Prom, will be under the direct supervision of the building principal and will be held on school grounds, unless otherwise approved by the Administration.

6.48 Cheerleading

As of June 9, 1987, all cheerleaders, grades 7-12, will be allowed to participate in both cheerleading and sports during the same season.

6.49 Parking Lot Regulations

Any city, county or state law enforcement officer on duty is to enforce all city, state, or school regulations concerning operation of motor vehicles such as:

- A. Speed limit 15 MPH

- B. Reckless driving
- C. Illegal mufflers, fireworks, and noisemakers
- D. Unlawful assembly
- E. Criminal trespass

Vehicles driven to school must be parked in designated parking areas. Violation of parking or vehicle operating regulations may result in loss of the privilege of driving to school and/or the use of parking facilities.

Once students have arrived at school, they are to proceed directly to classes. They are not to enter or leave the grounds before the normal dismissal time without written permission.

6.50 Athletic Participation (08/14/90)

The philosophy and intent of USD #342 is to provide an opportunity for all students who so desire to participate in interscholastic athletic competition as much as possible. Our desire is to promote sports as a worthwhile endeavor with lifelong benefits and advantages. The junior varsity contests are the training grounds for varsity athletics. All participants not playing on the varsity level should be allowed and given the opportunity to play in the junior varsity games. However, there may at times, due to disciplinary actions, exist circumstances which do not allow a student to participate.

6.51 Ira Brammell Award

The Ira Brammell Award may be given to an athlete in each sport each year, to a deserving high school student. The participant may be selected on athletic ability and scholarship, leadership, character, dedication and inspiration. The head coach of each sport may nominate one or more participants to the selection committee who will make the final selection. The McLouth High School Principal will be the committee chairman, and will select four other members to serve on the committee.

6.52 Senior Day

One school day may be designated by the High School Principal for senior activities.

6.53 Student Accidents (11-14-11)

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal or designee shall seek emergency medical treatment.

Records

Appropriate records documenting student accidents shall be kept on file in the principal's office.

6.54 First Aid

First aid may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency.

Accidents and illness may occur in the classroom and on school grounds and all school personnel shall be prepared to follow the necessary first aid procedures and other rules established by the building principal.

First aid will be limited to the applying of simple bandages or infection preventatives, except that justifiable emergency aid to prevent further injury, disability or death, such as stopping excessive bleeding will be permitted.

At least one person in every school building in the district should be a trained person qualified to administer first aid.

6.55 Supervision of Medication (09-13-04)

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

6.56 Dispensation of Over-The-Counter Drugs (11/29/89)

In elementary schools and some special education programs over-the-counter or nonprescription drugs such as aspirin, Tylenol, decongestants and cough medication, may be brought to school if accompanied by a signed parent permission with the exact dosage for each day and if the parent administers the medication or states in writing that the child is to administer it to him/herself. The medication must be checked in with the nurse or other designated personnel. Over-the-counter medication must be in its original container. In secondary schools, students and parents are responsible for the administering of all over-the-counter drugs.

6.57 Sexual Harassment (08/10/2015)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the

Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy 7.26.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

6.58 Reporting to Law Enforcement (12/12/11)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

1. in possession of a weapon,
2. in possession of controlled substance or illegal drug; or
3. to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

6.59 HIPAA Policy (01-12-04)

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

6.60 Student Self-Administration of Medication (10-10-05)

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated at enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administration has been granted. The school district shall provide written notification to the parent or guardian of a student that the

school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the schools, its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

6.61 Student Privacy Policy (08/11/2014)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
- Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:
 - Purpose, scope and duration of the data-sharing agreement;
 - Recipient of student data use such information solely for the purposes specified in agreement;
 - Recipient shall comply with data access, use and security restrictions specifically described in agreement; and
 - Student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- Directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- Any information requiring disclosure pursuant to state statutes;
- Student data pursuant to any lawful subpoena or court order directing such disclosure; and
- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information and student handwriting for:

- Provision of counseling or psychological services,
- Conducting student threat assessments,
- Completing student disciplinary investigations or hearings, or
- Conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality or religion shall be administered to any student unless:

- The parent or guardian is notified in writing; and
- The parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives or virtual servers not owned by the district is prohibited.

Students may be questioned:

- In the provision of psychological services,
- Conducting of student threat assessments,
- Completing student disciplinary investigations or hearings, or
- Conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian or adult **student.8.11**

6.62 Homeless Students (01-12-04)

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Release of Student Records

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parents, guardian and the student shall be notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

6.63 College Classes (09-08-08)

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

6.64 Educational Testing Program (09-11-06)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

6.65 Exceptional Students (12/09/13)

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

6.66 Bullying (12/09/13)

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

6.67 Children's Internet Protection Act (12/09/13)

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
3. Unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
4. Unauthorized disclosure, use and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

6.68 Drug-Free Schools (03/10/14)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, ~~or~~ distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

1. Short term suspension;
2. Long term suspension;
3. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and/or
4. Expulsion

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

6.69 Emergency Safety Intervention (08/10/15)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented

from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,

- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such

investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

6.70 Racial and Disability Harassment (08/10/2015)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy 7.26.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

6.71 Tobacco and Electronic Cigarettes (12/09/13)

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

6.72 Student Transportation Regulation (12/09/13)

Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating the driving, parking, and use of vehicles and the use and parking of bicycles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of vehicles and bicycles on school property shall be approved by the board and may be included in the student handbook.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

6.73 Release of Student Records (08/11/2014)

Individual student files are not available for public inspection. Except as provided in 6.62 with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;

- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person; agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

6.74 Use of Surveillance Cameras (03/10/14)

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

6.75 Accommodating Students with Diabetes (08/11/2014)

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of

medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

6.76 Student Records (8/11/2014)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy 6.62, shall be permitted as set forth in board policies 6.77 and 6.74.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

6.77 Protection of Privacy Rights (08/11/2014)

The superintendent, the board of education and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The

district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

6.78 Custodial and Non-Custodial Parent Rights (08/11/2014)

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

6.79 Financial Literacy (08/10/2015)

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program.

The superintendent shall document district efforts to provide financial literacy education opportunities for district students and shall provide, upon request, feedback or information to the Kansas State Department of Education on such efforts.

ARTICLE VII SCHOOL MANAGEMENT

7.1 Underlying Policies or Purposes

1. To provide structure that is consistent with state law and requirements of the State Department of Education.
2. To provide such structure as is necessary for the promotion of pupil welfare and that of the school district as a whole.
3. To develop such structure in cooperation with the Superintendent of Schools and the staff.

7.2 School Calendar

The calendar of each successive year shall be adopted on recommendation of the Superintendent of Schools and approval of the Board of Education. Such adoption will take place as early in the preceding school year as possible, but not later than the regular meeting of the Board of Education in April.

7.3 Disposition of Records

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be retained in a format designated by the {administration/.board.}.

7.4 Responsibility and Maintenance of Records

All pupil records are confidential and irreplaceable. They should not be taken from the building at any time. They should not be made available to persons other than certified staff members of the McLouth Schools except on order of the court or by permission of the principal or the superintendent of schools.

The principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

7.5 Disposition of Grade Books

At the beginning of a new term of school, grade books used the previous year should be kept for one (1) year and then destroyed. This should be done under the supervision of the building principal after determining that all pertinent, permanent information has been recorded on permanent record.

7.6 Destruction of School District Records

The board of education may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of district records to destroy the same in accordance with state and federal law.

7.7 Responsibility for Keeping Financial Records

The Superintendent of Schools shall have general responsibility for the budgeting and accounting for all funds for which the Board of Education is accountable. An accounting system designed to reflect accurate information relative to all records and disbursements shall be established. The Superintendent of Schools will delegate major responsibility in this area to the Clerk of the Board.

7.8 Gifts

The Board of Education does not approve the exchange of gifts of significant value between students and teachers or other personnel. Such practices can lead to embarrassment, frustrations and may have damaging effects on group morale.

7.9 Advertising and Commercialism - Board of Education Approved

The cooperation of the schools in furthering work of any nonprofit community wide educational and/or social service agency; provided that such cooperation does not restrict or impair the educational program of the school.

The use of films or other educational materials bearing only simple mention of the producing or sponsoring firm.

The superintendent announcing, or authorizing to be announced, any lecture of other community activity of particular educational merit.

7.10 Advertising and Commercialism - Disapproved by the Board of Education

School employees, other than building principals, taking time while at school to talk with representatives of business or commercial agencies. Exception to this may be

made when the representative has been directed by the building principal to see a particular school employee.

The display or distribution of posters, handbills or other printed matter advertising religious related activities, shows, saleable commodities, carnivals, dances or other nonschool activities.

The making of announcements in the schools pertaining to religious related activities, shows, carnivals, dances or other nonschool activities.

The taking of pictures in the schools to be sold to pupils or parents except as approved by the building principal.

The writing of essays or preparation of posters under the direction of the schools except as approved by the administration.

The providing of lists of pupils and their addresses for commercial use.

The selling of nonschool merchandise to pupils and teachers within the school by agents or representatives of business concerns.

Ticket selling in the schools for events which are not school sponsored.

The raising of money by pupils except for the activities sponsored by individual schools. The raising of money for any cause without the prior approval or consent of the building principal.

7.11 Contests

In general, the Board of Education endorses only those contests approved by the Kansas State High School Activities Association and discourages any contests involving a cash or equivalent award. However, in questions concerning contests, school participation will depend upon recommendation of the superintendent after consultation with the building principals.

7.12 Use of Teacher Aides in the Public Schools

The Board of Education approves the use of teacher aides or student aides as resource people when they can strengthen programs within the schools.

7.13 Emergency Procedures

Emergency procedures will be in accordance with state law and current procedures will be in district handbooks.

7.14 School Closing Due to Severe Weather or Other Emergency Conditions

The Superintendent of Schools will establish appropriate procedures for closing schools when in his judgment, weather or other emergency conditions would mitigate against safety of students. It shall be the policy of the Board of Education that every effort be made to properly advise all parents and students in the event such closing becomes necessary. Days missed due to emergency weather and other emergency conditions will be made up in keeping with provisions made in the school calendar.

7.15 Trespassing

Persons not presently enrolled in school who come to the buildings or grounds for any purpose are to report to the principal or his representative at that building and give name and nature of business. If the purpose of the visit is not approved as satisfactory, the person or persons will be asked to leave the building immediately.

7.16 Procedures to Take When Presence is Not Approved

If the person or group of persons does not leave the premises when asked to do so, the following steps should be taken:

1. In the case where one to three persons are in the building without approval, no less than two people from the school staff should approach them and request that they leave the building and premises.
2. If these people do not respond in a satisfactory way to this request, then one member of the staff should telephone for assistance from the police while one member of the staff keeps the person or group in view.
3. In the case where a group of more than three people are in the building without approval of the principal or his representative, no less than three people from the school staff should approach them and request that they leave the building and premises.
4. If all the members of the group do not respond in a satisfactory way to this request, then one member of the staff should telephone for assistance from the police while the two staff members keep as many of the group in view as possible.
5. A charge of trespassing may be made against those who do not leave the building and premises when they are asked to do so.

7.17 Drug Free Schools (03/10/14)

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on, in or while utilizing school property, or at school sponsored activities, programs or events are prohibited.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages at school, on, in or while utilizing school property, or at school sponsored activities, programs or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances;
and
2. Used, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or nonrenewal of employment relationship.

Prior to applying sanctions under this policy, employees will be afforded any due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

A copy of this policy shall be provided to all employees.

7.18 Drug and Alcohol Free Workplace (03/10/14)

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the district.

7.19 Bloodborne Pathogen Exposure Control Plan

The board shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training equipment necessary to implement the plan.

7.20 Family and Medical Leave (09/14/09)

Eligible district employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

7.21 Public Information Programs (salary information required by law) (01-12-04)

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board may issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Providing Salary Information

Each year, on or about October 1, the administration shall deliver to a newspaper in the school district a statement showing the following:

- name, position and salary of the superintendent, deputy superintendent/s, and assistant superintendent/s;
- name, position and salary of any directors, principals and heads of departments;
- name, position and salary of any other administrator with district-wide responsibilities.

7.22 Disruptive Acts at School or School Activities (08/10/2015)

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

7.23 Safety (9/8/08)

The district shall make reasonable efforts to provide a safe environment for students and employees.

Safety Rules

The superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities.

Safety Unit

Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

No student will be permitted to participate in the class until satisfactory knowledge of the safety rules are demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

The board will seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to maintain adequate disaster warning systems.

Safety Inspections

The superintendent, building principals and/or maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

7.24 Bullying by Staff (12/09/13)

The board of education prohibits bullying in any form, either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

7.25 Military Leave (10/11/10)

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

Army, Navy, Marine Corps, Air Force or Coast Guard

Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve

Army National Guard or Air National Guard
Commissioned Corps of the Public Health Service

Any other category of persons designated by the President in time of war or emergency

“Service in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty

Active duty for training

Initial active duty for training

Inactive duty training

Full-time National Guard duty

Absence from work for an examination to determine a person’s fitness for any of the above types of duty

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, if the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual’s timeframe for returning to work is based upon the time spent on military duty.

**TIME SPENT ON
MILITARY DUTY**

**RETURN TO WORK OR APPLICATION FOR
REEMPLOYMENT**

Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from service.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and,
- separation from service under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

7.26 Complaints (08/10/2015)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The superintendent (217 Summit Street, PO Box 40, McLouth KS 66054, 913-796-2201) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act

of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting or participating in any investigation, proceeding or hearing.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting or participating in any investigation, proceeding or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy 6.69.

7.27 Smoking Policy (12/09/2013)

The Board of Education believes that a smoke/tobacco-free environment will better protect the health and well-being of employees and students of McLouth Schools. The Board acknowledges that adult employees and visitors serve as role models for our students. The use of tobacco products in any form and/or electronic cigarettes by any person in any school building or district facility, in school vehicles and on school grounds at any time is prohibited. Students may not possess, display or use any tobacco product in any form and/or electronic cigarettes at any time on school premises, including school vehicles or while participating in school events, both indoors and outdoors. School employees, volunteers, visitors and spectators to the school may not at any time use or display tobacco products in any form and/or electronic cigarettes on school premises.

7.28 Bullying by Parents (12/09/2013)

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan may be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

7.29 Complaints of Discrimination (08/10/2015)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent of Schools, USD 342, 217 Summit Street, McLouth KS 66054-0040, Phone: 913-796-2201 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The American with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy 7.26.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting or participating in any investigation, proceeding or hearing.

7.30 Political Activities (08/10/2015)

Holding Public Office

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgement of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Political Activity in the Schools

Staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

7.31 District or School Websites (08/10/2015)

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the superintendent and school websites shall be supervised by the principal.

Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- Data privacy and FERPA regulations;
- Copyright rules, relating to access and use of materials and the property rights of the district, students and employees who create material;
- Instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
- The board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

ARTICLE VIII AUXILIARY SERVICES

8.1 Underlying Policies or Purposes

Auxiliary agencies are those services of a school system that are in support of the instructional program. In the schools these services consist of the following programs: Health program, lunch program, transportation program, welfare activities, and community relations.

The auxiliary services are a vital and integral part of the educational program.

The auxiliary services will be provided in such a manner consistent with and in keeping with the economic ability of the district to provide such services.

8.2 Transportation Program (10-10-05)

Elementary and secondary school students, kindergarten through twelve who reside beyond the city limits of McLouth may be transported both to and from their assigned attendance center. Students may be transported to and from their schools in special education classrooms grades K through 12.

Transportation will be furnished for all students who reside more than two and one-half miles, by the usually traveled road. Students who reside outside the corporate limits of the city may also ride the bus.

District buses will enter private drives to turn around only when necessary and with permission of the owner. The district is not responsible for any repair or upkeep of the private drives.

Transportation may be furnished to private drives and subdivisions providing that the roads are kept in satisfactory condition for school buses. The administrator in charge of transportation will determine how buses are to be routed for the district, including private drives and subdivisions.

8.3 Terms and Definitions

Educational field trips means a trip growing out of regular classroom activity planned by the teacher for all pupils in the class and approved by the administrative head of the school.

Regularly scheduled athletic contest means a game scheduled and listed by the school on its regular schedule or athletic contests.

Regular school activity means any part of the school program that is basically educational in nature and is supervised by school personnel and approved by the Board of Education.

8.4 Regulations for School Bus Usage

The following regulations are applicable to all vehicles owned by the McLouth Unified School District and used for transportation purposes and all privately owned vehicles used for school transportation under the direction of the district. The regulations

are applicable to the usage of school buses during the regular term and during any summer school term.

School bus trips shall be limited to activities where the pupil participants are at all times under the control of school personnel licensed to drive school buses and who are designated by the Board of Education.

School buses shall not be used for pleasure trips. They may be used for activities that are a definite part of the total school program, and the pupils transported are only those participating in the activity.

School buses may be used for the purpose of transporting participants in approved summer school programs conducted by the school district.

8.5 School Lunch Program (05-08-06)

School lunch and breakfast programs will be made available to all students in the McLouth Unified School District No. 342 upon recommendation of the Superintendent of Schools and the approval of the Board of Education.

The total school food service program shall make every attempt to be self-supporting. The Board of Education shall provide necessary facilities and equipment.

The cost of the lunches will be determined on the basis of cost of operation and will include depreciation of equipment. The school lunch program shall be nonprofit making in nature, with an attempt being made to keep costs as low as possible so that any child can afford to purchase hot lunches. Lunch accounts must be kept current at all times. Lunch account procedures will be reviewed annually by the Board of Education.

All food service funds are to be collected by the elementary secretary and will be deposited in the district food service account. Accounting for such funds will be the responsibility of the Clerk of the Board.

The administration of the school lunch program will be the responsibility of the superintendent of schools working in cooperation with the principals and other personnel. The employment and supervision of lunchroom personnel will be the superintendent's responsibility. The performance of such duty, however, shall be governed by the policies, rules, regulations, and procedures as indicated in the section on classified personnel policies.

Food service facilities are not to be used by outside groups, unless approved by the superintendent of schools.

The food service program shall meet the standards and requirements of the State Department of Education, and the State Department of Health, and the County Health Department of Jefferson County, Kansas.

The district shall participate in the National School Lunch Program by entering into an agreement with the State Department of Education.

8.6 Policy on Food Service to Children

Meals meeting the established nutritional requirements shall be served without cost or at a reduced cost to children who are determined by local school personnel and from service institution records to be unable to pay the full cost of the meals.

No physical segregation of or other discrimination against any child shall be made because of his inability to pay.

The McLouth Unified School District 342 Board of Education may provide school lunch services for the children enrolled in the attendance units named on agreements and in compliance with the agreements completed with the State Department of Education, School Lunch Section.

The regular charge set for school lunches will be established by the Board of Education each school year.

The Board of Education designates the elementary principal as the individual delegated the responsibility of determining eligibility for free and reduced price meals under the guides which have been approved by the Board. The principal shall utilize the assistance or advice of school nurses, social workers, teachers, or other social agencies in their determination of need.

Criteria which give consideration to economic need will be used in a flexible manner to allow for special consideration or circumstances, but may include the following:

1. Receipt of assistance from the Department of Social Welfare, including Aid to Dependent Children, General Assistance or medical assistance.
2. Information concerning family income as indicated by place of employment and number of parents working.
3. Number of children in family attending school.
4. Financial management abilities of the family affecting care of children.
5. Special family circumstances, such as illness, separation or other factors affecting economic need.
6. Requests or indication of need by parents.
7. Emergency, intermittent, or temporary need due to special problems or circumstances.

Procedural steps used in determining need may be:

1. Informing families of the availability of assistance and providing opportunities for requests to be made either through a confidential questionnaire or a private interview.
2. Identification by school personnel of families who may be in need and assisting them in the request of free or reduced cost meals through a confidential questionnaire or private interview.
3. Utilization of information from other community agencies (Department of Welfare, court, etc.) to identify and serve families needing assistance.

A child or parent may appeal the decision made by the principal to the superintendent of schools for review of the request.

Anonymity of children receiving free or reduced price meals will be provided in the lunch room, the classroom, or other units of the attendance center in the following ways:

1. Optional prepayment of lunch costs will allow children to be marked "paid" for varying periods of time and will not, therefore, identify as "nonpaying" or "reduced rate" any children who are not in a cashier line with daily, weekly, or monthly payments.

2. No identifying lists of children receiving free and reduced price meals will be available except to principals; they will instruct cashiers concerning which children are paid.
3. Children determined to be eligible for free or reduced price meals will not be required to: use a separate line; enter the lunch room through a separate entrance; eat lunch at a different time from paying children; work for their meal; use a different medium of exchange in the lunch room than paying children use; eat a different meal than paying children.

Performance of the food service program will be monitored by administrative reviews and on-site evaluations made by the superintendent.

8.7 Supervision and Administration of the Health Services (07/08/02)

The supervision and administration of the school health service will be determined annually by the Board of Education. The service provider will work in cooperation with the building principals and under the general supervision of the superintendent.

The general aims of the health program: to appraise the health status of pupils and school personnel; to counsel pupils, parents, and others concerning appraisal findings; to help prevent and control disease; and to provide emergency service for injury or sudden sickness.

Nurses will be assigned and scheduled in a manner in keeping with the best interests of the school district and the welfare of the children under its care.

The provider will be responsible for conducting or directing such health and dental examinations as are prescribed by law or are in keeping with health practices.

To be responsible for a complete and accurate system of records of all such examinations. Current immunization records are to be on file at the Jefferson County Health Office and with the building principals.

To supervise the weighing and measuring of pupils.

To help in the adoption and supervision of a program of health instruction throughout the schools.

All cases of communicable disease shall be reported to the Jefferson County Supervisor of Health Services and to the supervisor of the State Health Department.

Any student noted by a physician or the school health service provider as having a communicable disease may be required to withdraw from school for the duration of the illness. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

No pupil may take part in athletics without successfully passing a physical examination as prescribed by the Health Department and required by the Kansas State High School Activities Association. Pupils may be excused from gymnasium work if health or physical defects warrant such excuse. However, evidence of the need of such excuse should be presented in the form of a medical certificate to the principal of the school.

Interscholastic athletics are limited to secondary schools, grades 7-12. Pupils may participate only if the results of the physical examination and judgment of the principal

indicate the child is of sufficient physical, emotional, and social maturity to warrant such participation.

8.8 Community Relations

The schools belong to the people who support them and their only purpose is to help in the development of the children of the community. The people have a right to be informed concerning the policies, administration, operation, successes, and failures of the schools.

It is the desire of the Board that parents and patrons communicate freely with members of the school staff who are in the best position to give accurate and complete information relative to matters of interest and concern. It also is the wish of the Board that all personnel of the school system accept as an important responsibility conferring with parents and patrons in a manner that will create mutual trust and understandings relative to school problems.

8.9 Sexual Harassment (08/10/2015)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy 7.26.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted or participated in any investigation, proceeding or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of this policy shall be included in the school newsletter or published in the local newspaper annually.

8.10 Student Fees and Charges (09-10-01)

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee shall be collected to cover costs of accepting credit or debit cards.

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

1. A list of all items for which a charge is to be collected;
2. The amount of each charge;
3. The date due;
4. Classifications of students exempt from the fee or charge;
5. A system for accounting for and disposing of fees; and
6. An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Administrators shall forward students' school records upon request and may not withhold them for any reason.

8.11 Local Wellness Policy (08/11/2014)

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations and guidance issued by the Secretary of Agriculture, as they apply to schools;

- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators and the public in the development, implementation and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessments of the implementation of the local school wellness policy are available to the public. Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

8.12 Employment Eligibility Verification-Form I-9 (09/08/08)

All district employees, at the time of employment, shall provide verification of identity and employment status to the superintendent.

The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, providing that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status.

8.13 Evaluation of Coaches and Sponsors (09/14/09)

All employees contracted to coach or sponsor an activity shall be evaluated at least once a year. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

8.14 Racial and Disability Harassment: Employees (08/10/2015)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans

with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy 7.26.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and

take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

ARTICLE IX
CERTIFIED PERSONNEL ADMINISTRATION

9.1 Goals and Objectives (03/10/14)

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the children of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

All employees shall follow all applicable board policies, rules, regulations and supervisory directives.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of the policies and rules.

9.2 Recruitment and Hiring (08/11/14)

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring Sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- Background check initiated;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

9.3 Registration of Licensure (04/12/2010)

All certified employees must register their license with the Clerk of the Board of Education.

All new and renewed licenses must be registered with the Clerk of the Board of Education no later than the first day that school is in session. New and returning employees, who have not received their license by the first day school is in session, should send to the Clerk the receipt received from the State Department of Education indicating their application for license has been received and is in process. Certified employees contracted after the first day of the school year must register license within thirty (30) days.

Certified employees' checks will be held until their license or receipt has been filed with the Clerk.

Deviations from this policy should be handled by the superintendent. Documented by the activity on the state department's Teacher Licensure website.

9.4 Equal Opportunity Employment and Nondiscrimination (9-11-06)

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to Superintendent of Schools, 217 Summit, McLouth, Kansas (913) 796-2201 or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

9.5 Reappointment of Licensed Personnel (04/12/2010)

All licensed personnel will be reappointed by the Board of Education on recommendation of the building principal to the superintendent of schools. In all reappointment procedures, however, the board of education will be governed by and will adhere to the provisions of the continuing contract law. Personnel to be reappointed will be notified in writing of the Board's intentions based on current Kansas state law.

9.6 Separation

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

Nonrenewal of Nontenured Teachers

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a nontenured teacher. No hearing shall be afforded a nontenured teacher except as provided by law.

9.7 Probation

The authority to recommend to the board that certified staff members be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a licensed staff member on probation.

The term of probation will be established by the board, but in no event shall said probation extend beyond one calendar year. A second year of probation may be instituted when sufficient progress has not been made by the staff member.

9.8 Suspension

The superintendent shall have the authority to suspend licensed employees with pay until the suspension is resolved by board action at the next regular or special meeting of the board.

9.9 Orientation and Professional Development Training of Licensed Personnel

All members of the professional staff will be in attendance at the respective orientation week activities.

During the contract year, all teachers are required to participate in the professional development education activities and curriculum building programs organized and administered by the schools of the district and to assist in the student aide and students teaching programs maintained in cooperation with colleges and universities. It is expected that the extent and nature of the teacher's participation should reflect his or her preparation, experience, and current teaching load.

9.10 Salary Schedule for Licensed Personnel (01/13/03)

Salaries of regular full-time classroom teachers are based upon a salary schedule with annual increments based upon experience and training. This schedule shall be applied to all licensed personnel other than licensed personnel who are members of the Administrative Unit and members of the Superintendency Team. This schedule shall be reviewed, evaluated, and modified by the Board of Education in cooperation with representatives of the recognized teachers' organization.

9.11 Salary Schedule (04/12/2010)

In addition to the salary schedule, the following can apply in determining the salary of a licensed staff member:

1. Additional salary over and beyond the scheduled salary may be paid to personnel who, due to the nature of their particular assignment, are required to give extra time, possess specialized training, or acquire additional training. Personnel to receive such extra salary and amount to be received are to be recommended by the superintendent of schools subject to the approval of the Board of Education.
2. The Board of Education reserves the right to pay beyond the salary schedule when it deems it justifiable for reasons that serve the best interests of the children and youth of the community. Such reasons as the following may cause such actions: Emergency conditions which may be due to a critical personnel shortage, an unexpected vacancy, a vacancy remaining with school ready to begin, etc.
3. Current practice “for service outside McLouth USD #342, full credit is allowed for elementary or secondary teaching experience.”

9.12 Salary Schedule Other Considerations

1. Teachers who teach more than one-half of a school year will receive credit for a full year's service on the salary schedule at the beginning of the next regular school session for which the teacher is employed. Teachers who teach for one-half year or less will receive credit as recommended by the superintendent of schools.
2. Upon initial employment, credit for college hours earned beyond the degree level will be evaluated by the superintendent, according to official transcripts.

9.13 Salaries of Other Licensed Personnel

There is no specific schedule or pay for principals, supervisory, and administrative staff members. Salary of such personnel will be determined by the interactive efforts of the Administrative Unit and the Superintendent of Schools subject to the approval of the Board of Education.

9.14 Salary Deductions (12/09/13)

In cases where teachers have used their allocated leave or where teachers' contracts are terminated prior to the end of the signed contract, the deductions in salary will be made on the following basis: The total number of days in the teacher's contract will be used as the denominator and the total number of days absent as the numerator to determine the fraction of salary to deduct.

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy. If any employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the superintendent of schools. Reports of improper deductions shall be

promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law.

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

9.15 Medical Examination

Upon initial employment or at any time there is reasonable cause to believe that any teacher is suffering from an illness detrimental to the health of the pupils, the school board may require a health certificate. The cost of the initial certificate will be borne by the employee with any additional certification requested by the Board to be paid for by the Board.

9.16 Business Leave for Members of Administrative Unit

All members of the Administrative Unit shall have two days business leave for each contract year. These days shall not be cumulative. The designated business days shall not be deducted from the employee's accumulated sick leave.

9.17 Work Schedule (05-09-05)

Licensed personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Work Schedule

The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement. Work schedules for other employees shall be defined by the superintendent consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

9.18 Administrative Personnel

All administrators that are members of the Administrative Unit shall have a duty day that is consistent with the demands of the responsibility of their assignments. It is recognized that administrators' availability, attendance, and responsibility may need to cover hours over and beyond the duty day of other school personnel. Therefore,

reasonable deviation from regular hours of other personnel will be recognized as accepted practice. The office of superintendent shall be notified prior to an absence.

9.19 Holidays for Administrators Employed Twelve Months (04/12/2010)

All twelve month administrators will receive regular pay for legal public holidays observed by the district that fall within the employee's working year and are recognized by the official school calendar. In addition to these, other holidays may be allowed depending upon the nature of the school calendar. Notice of such additional holiday allowances for administrators will come from the office of the superintendent of schools during the month of September.

9.20 Vacation for Twelve-Month Administrators (04/12/2010)

Administrative staff (as defined in policy 3.18), with the exception of the Clerk of the Board of Education, shall receive 22 days of paid vacation annually. Without prior approval, no more than 10 days vacation leave may be taken at one time. Vacation leave shall accumulate to a maximum of 30 days. Vacation time in excess of 8 days will not be accumulated and carried over at the end of each year of employment. Without a written request and prior approval from the Board of Education, no unused vacation time shall be paid. Upon termination of employment, administrative staff members will be paid not more than 20 days of unused vacation leave at their daily rate of pay.

9.21 Expenses for Attendance at Professional Meetings

The Board of Education recognizes that the benefits of self-improvement and professional growth attained through educational conferences will be reflected in the educational program. In order to encourage this form of inservice improvement, it will assume some of the costs incurred by individuals who have been requested or who have been authorized through regular channels to attend such meetings. The school will reimburse to the extent its budget permits:

1. Items of expense incurred in car pool mileage or common carrier fares which ever may be more practical and feasible in relations to cost, time, and convenience;
2. Cost of registration, lodging and meals within a nominal range of the convention city's rates;
3. Enrollment fees which are not included in membership dues;
4. Minimum transit or taxi fare and gratuities.

There will be no reimbursement for membership dues or extra conference expenditures.

The board favors minimum classroom interruption, but the schools may assume partial or full cost of substitute pay when approved by the superintendent of schools.

9.22 Nonschool Employment

The board reserves the right of exclusive access to the professional services of licensed employees in accordance with the terms of the contract.

Licensed employees shall not be permitted to engage in outside employment which impairs the effectiveness of their instructional service.

9.23 Assignment and Transfer

The board reserves the right to assign, reassign and transfer all personnel.

9.24 Examination of Files

A teacher, upon request, shall have the right to examine his/her personnel files. The teacher's file may be examined by the Board or the Administrative Staff. Examination by others shall be limited to employment purposes. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, the administrative staff making the same, the State Board of Education as provided in K.S.A. 72-7515, the Board and the administrative staff of any school to which such employee applies for employment, and other personnel specified by the employee in writing to his Board.

Files containing credentials and references are excluded from the requirements set forth in this agreement. It is understood that the Board or administrative staff may receive communication they deem inappropriate for inclusion in the teacher's personnel files. It is understood that such communication be considered strictly confidential.

No materials pertaining to the teacher's conduct, service, character, or personality shall be placed in the teacher's file unless the teacher has had an opportunity to review the materials. The teacher shall have the right to answer, in writing, any material filed and his/her answer shall be affixed to the material and placed with it in the teacher's files.

9.25 Reduction of Teaching Staff

The following steps will be utilized by the district's administrative staff to reduce the teaching staff:

To determine the number of teaching positions to be reduced, the administrative staff will determine the educational program for the district in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.

The educational goals and needs of the district, individual certifications, qualifications, training, skills, interests, and evaluations shall be considered.

In the event two or more teachers have similar licenses, qualifications and skills in a teaching area, those teacher(s) who have tenure will be retained over those who are nontenured.

In the event all of the teachers have similar licenses, qualifications and skills and all are tenured, the teacher(s) who best meets the needs of the district, considering the factors outlined above any other relevant factors, will be retained.

Any licensed employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Licensed employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

9.26 Evaluation Procedures (01/13/03)

Evaluation

The Board shall adopt an approved evaluation instrument. The instrument shall govern the evaluation of teachers, shall be filed in the central office with the clerk of the board and the state board of education and may be published in the teachers' handbooks.

Availability of Evaluation Documents

Complete evaluation documents shall be available to the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law.

Evaluation Criteria

Evaluation criteria shall be established by the Board.

9.27 Maintaining Proper Control (03/10/14)

Each employee is responsible for maintaining proper control in the school. Unless otherwise specified in board policy, an employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

9.28 Security and Safety (01-12-04)

Any district employee who believes any of the following has occurred at school, on school property or at a school sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator will be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- Any pupil who has been expelled for conduct which endangers the safety of others.
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

9.29 HIPAA Policy (05-09-05)

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

9.30 Staff-Student Relations (09/10/07)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

9.31 Resignation (09-11-06)

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

A licensed employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed.

If the licensed employee terminates employment in the district without complying with board policy, the board may petition the State Board of Education to have the teacher's license suspended.

Exit Interviews

Exit interviews may be conducted after an employee resigns.

9.32 Communicable Diseases (12/09/2013)

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the

superintendent's designee shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except to comply with state or federal law.

Additional Certifications of Health

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students.

ARTICLE X
CLASSIFIED PERSONNEL ADMINISTRATION

10.1 Goals and Objectives (03/10/14)

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the children of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

All employees shall follow all applicable board policies, rules, regulations and supervisory directives.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of the policies and rules.

10.2 Definition of Classified Personnel (01-10-05)

The classified personnel of the schools of District #342 shall include, but not be limited to all regularly employed maintenance, custodial, transportation, cafeteria, secretarial personnel, paraprofessionals, and printers.

10.3 Sick Leave and Accumulated Sick Leave (06/28/93)

All full-time employees shall be entitled to sick leave on full pay for personal illness or for critical illness or death in the immediate family as provided below.* Personnel assigned to less than ten months' regular full-time duty shall be entitled to sick leave on full pay for ten days each school year. Personnel assigned to ten or more months regular full-time duty shall be entitled to sick leave on full pay for twelve days each school year. Sick leave is cumulative to sixty (60) days.

Pay for unused sick days at a rate of \$20 per day after 20 years with the district. Payment will be made only in the event of medical disability, death, or retirement. If an employee, for any reason, leaves the district service prior to actual retirement, regardless of the employee's age, and aggregate of twenty (20) years of employment with the district shall qualify as meeting the retirement standard of this policy. In the event of death, payment of accrued benefits identified by this policy will be made to spouse first, other relative(s), authorized in writing by the employee, second, or the estate, third.

*Spouse, Child, Mother, Father, Mother-in-law, Father-in-law, Brother, Sister

10.4 Emergency Business Leave

Each employee may take up to two (2) days of leave with pay each year for personal matters which require the employee's absence during school hours. Leave taken shall be deducted from the employee's sick leave.

Except in emergency situations, the employee shall give at least two (2) school days' notice to the superintendent of taking leave. Except in the case of emergencies, the employee shall state the reason for taking this leave; provided, however, that there shall be no entitlement to personal business leave on the day before or day after any day or

days designated as a holiday or holidays on the school calendar. This shall not be construed to prevent the requesting of emergency leave, as defined in the Policy Manual, on the day or days designated as a holiday or holidays on the school calendar.

It will be granted only when the employee outlines in writing the nature of the emergency or business and submits the request, in writing, via the employee's immediate supervisor to the superintendent of schools for approval. This request should be submitted prior to the absence, if possible. This provision of "emergency leave" does not mean that employees automatically have the day due them during the course of the year.

10.5 Family and Medical Leave

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement).

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to and during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate groups health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,

- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

10.6 Medical Examination (01-10-05)

Upon initial employment or at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a health certificate.

The cost of the initial certificate will be borne by the employee with any additional certification requested by the Board to be paid for by the Board.

School bus drivers are required to have a medical examination every two years. The Board of Education will pay expenses incurred from such examination (amount will be determined by the Board of Education). All medical examinations shall be responsive to the form currently used by the State of Kansas.

10.7 Retirement Provisions

The Board of Education makes available to its classified staff members the benefits of two retirement programs--the Federal insurance Contribution Act (Social Security) and Kansas Public Employees Retirement System Plan. Both plans are mandatory for all qualified employees.

10.8 Vacation (04/12/2010)

Classified employees employed for less than twelve month terms are not granted vacation with pay. For full-time employees employed for a term of twelve months, vacation will be granted in the amount of ten (10) regular duty days after a period of one year's service. For full-time employees employed for a term of twelve months, vacation will be granted in the amount of fifteen (15) regular duty days after a period of five years' service, seventeen (17) regular duty days after a period of ten years' service and twenty (20) regular duty days after a period of fifteen years' service. Vacation time is non-cumulative.

10.9 Early Dismissal for Holiday Period

Occasionally staff members find that they can extend the period of a holiday, obtain transportation advantages, etc., if they can be excused before the time of dismissal previous to the holiday. In a system the size of District 342, this situation will develop regardless of the day or hour of dismissal, hence no one will be excused before the scheduled time, except in cases of verified illness or other serious emergency, or as a part of pre-arranged accumulated vacation time. Under such circumstances, such excused absence will be given only by the superintendent of schools.

10.10 Holidays (01-10-05)

All full-time (12 month) classified employees shall receive regular pay for the following legal public holidays that fall within the employees' working year: Fourth of July, Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day. If a holiday is on Saturday or Sunday, the employee will be allowed to choose an alternate day, with prior approval of the superintendent of schools. In addition to these, other holidays may be allowed depending upon the nature of the school calendar. Notice of such holiday allowances will come from the office of the superintendent of schools.

10.11 Assignment and Transfers

All classified personnel assignments are tentative as to building. Although transfers seldom are made after school is in session, there are occasions when in the best interest of the school such action is required. Original assignments and transfers are determined by the superintendent.

10.12 Outside Employment

No employee shall accept gainful employment in any private business or outside activity during the term of the employee's contract when such employment shall detract from the effectiveness in the employee's assigned duties. If there is doubt, the individual involved shall first secure permission from the superintendent before entering such supplementary employment.

10.13 Suspension of Employees

The superintendent of schools may suspend from duty employees for cause. Such suspension shall be immediately reported to the Board. Employees may be suspended and subsequently discharged for inefficiency, immorality, insubordination or for violation of the Board regulations.

In case of suspension an employee will continue to receive regular compensation and such other benefits as his or her contract indicates. Due process shall be accorded the employee in arriving at the final disposition of the case.

10.14 Workers Compensation (08/10/2015)

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor

within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

10.15 Equal Opportunity Employment and Nondiscrimination (9-11-06)

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to Superintendent of Schools, 217 Summit, McLouth, Kansas (913) 796-2201 or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

10.16 Bereavement Leave (01-10-05)

All employees that qualify for cumulative sick leave shall be entitled to two days of bereavement leave per incident on full pay for death in the immediate family as provided below.* Bereavement leave is noncumulative. If the travel time to the funeral is greater than 300 miles, then one additional day will be allowed for travel time per incident.

*Spouse, Child, Mother, Father, Mother-in-law, Father-in-law, Brother, Sister, Grandparent or member of the family living in the same household.

10.17 Advertising Vacancies

When appropriate, all vacancies shall be posted internally at the district office or in school buildings. Vacancies may be advertised in area newspapers and professional placement services. In an emergency the superintendent shall have authority to fill a vacancy immediately, subject to board approval.

10.18 Maintaining Proper Control (03/10/14)

Each employee is responsible for maintaining proper control in the school. Unless otherwise specified in board policy, an employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

10.19 Security and Safety (01-12-04)

Any district employee who believes any of the following has occurred at school, on school property or at a school sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator will be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- Any pupil who has been expelled for conduct which endangers the safety of others.
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas school safety and security act.

10.20 Recruitment and Hiring (08/11/14)

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring Sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- Background check initiated;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

10.21 HIPAA Policy (05-09-05)

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

10.22 Compensation and Work Assignments (04/12/2010)

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

Subject to board approval, the superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in the district policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Workweek

For the purpose of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 am Sunday until 11:59 pm Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No nonexempt employee shall work more than 40 hours per week without prior permission of the appropriate supervisor. A written approval will be given through the electronic timecard process. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

Compensation for Out-of-Town/Overnight Trips

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from McLouth MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal; and
3. Time used exclusively for pleasure or personal business.

10.23 Staff-Student Relations (09/10/07)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

10.24 Blood Borne Pathogen Exposure Control Plan (04/12/2010)

The board shall adopt an exposure control plan which conforms with current regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan as required by law.

10.25 Sexual Harassment (08/10/2015)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy 7.26.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted or participated in any investigation, proceeding or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of this policy shall be included in the school newsletter or published in the local newspaper annually.

10.26 Child Abuse (12/09/2013)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department of Children and Families (DCF) office or to the local law enforcement agency if the (DCF) office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

10.27 Personnel Records (04/12/2010)

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s);
- Job description and duties while in the district's employ;
- Last salary or wage;
- Wage history;
- Whether the employee was voluntarily or involuntarily released from service and the reasons for separation;
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

10.28 Classified Employee Evaluation (04/12/2010)

Classified employees shall be evaluated by the supervisor to whom they are assigned.

Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

10.29 Racial and Disability Harassment: Employees (08/10/2015)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation

for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy 7.26.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding or hearing involving a racial or disability harassment complaint is prohibited. Any person who

retaliates is subject to immediate disciplinary action, up to and including termination from employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

10.30 Communicable Diseases (12/09/2013)

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except to comply with state or federal law.

Additional Certifications of Health

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students.

10.31 Salary Deductions (12/09/13)

In cases where teachers have used their allocated leave or where teachers' contracts are terminated prior to the end of the signed contract, the deductions in salary will be made on the following basis: The total number of days in the teacher's contract will be used as the denominator and the total number of days absent as the numerator to determine the fraction of salary to deduct.

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy. If any employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the superintendent of schools. Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law.

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

ARTICLE XI
SCHOOL FACILITIES USAGE

11.1 Underlying Policies or Purposes (12-12-05)

The use of alcoholic beverages is not permitted on the premises. Smoking in the buildings is not permitted. Smoking outside the buildings will be in designated areas only. Violations will cause forfeiture of future use of facilities.

The organization shall agree to replace damaged property and it shall agree to pick up "props" from stages and multi-purpose rooms and other materials no later than 4 p.m. of the day following the activity. Until pick-up time, all "props" shall be stored so as not to interfere with the school activities. The organization shall provide police officers to supervise the parking lot and building when necessary. The need for police supervision will be determined by the superintendent of schools.

The underlying policies or purposes of the Board of Education are to:

1. Provide facilities that will make possible the maintenance of a desirable educational program for the children and youth of the community.
2. Make available the use of school facilities for the betterment of the community in general.
3. Make available the use of school facilities to community groups in such a way as to not interfere with the regular school program.
4. Protect the public's property and to promote safety of citizens enjoying the use of such facilities.
5. Make available the use of school facilities in a manner consistent with law.
6. Assure citizens that money appropriated for classroom instruction will not be spent for other purposes.
7. Provide a structure of rules, regulations, and procedures that will implement the above policies.

If an organization is using the service of a caterer, it will be necessary that the caterer provide his own dishes and silverware. If the meal is to be served by a caterer or by an organization, and if the kitchen is to be used, regular cafeteria staff personnel may be required to be on duty and operate any equipment which is used. The charge will be based on the current wage scale per hour per person. The number of persons required will be determined by the amount of equipment used and by the size of the group to be served and shall be approved by the superintendent of schools.

A school employee may be on duty when some facilities are used. The supervisor furnished by the district will insure proper use of school facilities. When a supervisor is on duty, the groups using the facility will be admitted by the supervisor. The supervisor will be present during the entire time of facility use for which the supervisor is assigned and shall enforce facility regulations.

Only nonprofit organizations may charge admission to events that are held in school facilities or on school property.

The Board of Education reserves the right to approve or reject any request for use of school facilities, or to cancel a scheduled event at any time.

11.2 Responsibility for Supervision and Care of School Facilities

The principal of each individual school shall be directly responsible to the superintendent for the supervision and care of school facilities.

11.3 Responsibility for Opening and Closing School Building (12-12-05)

It shall be the duty of the custodian(s) to see that the buildings are opened and closed at the hours designated by the school administrator. If teachers remain in the building after the custodian(s) have left the building or enter the building on Saturday or Sunday, they are responsible to be sure the doors are locked. Before leaving the building, the custodian shall inspect windows to see that all are closed, all designated are lights turned off, and doors locked.

11.4 Reporting

The principal shall report immediately to the superintendent of schools, any unusual circumstances regarding building care and use of building, vandalism, supplies, custodial services, etc.

11.5 Use of School Facilities by Community Groups (08/11/2014)

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee may be on duty to see that the building and equipment are properly

used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance or other damage deposits acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

11.6 Ownership of Property Purchased by Auxiliary Groups or by Individuals

Any property donated to the schools must have the prior approval of the superintendent and/or Board of Education before it becomes the property of the school district and as such is to be used in a manner in keeping with the best interest of the school system as a whole.

11.7 School Vehicles (08/10/2015)

School buses and other school vehicles will not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, "school transportation provider" is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver's license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent's designee.

Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driver certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance and housing of the vehicle either at a district-owned site or at the employee's residence.

Transportation to Summer Athletic Events

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7 and summer league games.

Any staff requests for such use shall be submitted to the superintendent on or before May 15 and shall include information concerning the time, date and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

11.8 School Drives, Parking Lots, and Buildings and Grounds (Moved from 9.28 on 04/12/2010)

Any city, county, or state law enforcement officer on duty is to enforce all city, state, or school regulations concerning operation of motor vehicles such as:

1. Speed Limit 15 MPH
2. Reckless Driving
3. Illegal mufflers, fireworks, and noisemakers
4. Unlawful assembly
5. Criminal trespass

Vehicles driven to school must be parked in designated parking areas. Violation of parking or vehicle operating regulations may result in loss of the privilege of driving to school and/or the use of parking facilities.

Once students have arrived at school, they are to proceed directly to classes. They are not to enter or leave the grounds before the normal dismissal time without written permission.

The city law enforcement officer on duty is encouraged to check all buildings to make sure that they are secure each evening. The superintendent of schools will notify the City of McLouth who is to be called if assistance is needed in securing a building.

The McLouth USD #342 building and grounds will be closed to the public after 12:01 a.m. In the event that an activity runs later than 12:01 a.m., the building and grounds will be closed 30 minutes after the activity is over.

11.9 Memorials and Memorial Services (7/9/2012)

A memorial is intended to bring closure to a period of grieving and serves as a point from which healing may begin. Memorials should reflect the needs of the school community while being respectful of the deceased individual's family and friends. The Board of Education is mindful of the precedent that is being set with each memorial and the potential long-term implications of each memorial. The purpose of this policy is to have many decisions made, in a dispassionate environment, prior to the crisis event.

Use of School Facilities/Grounds for Memorial Services and Funerals

The primary purpose of facilities and grounds is to support the educational and extracurricular endeavors of all students. It is the intent of the McLouth USD 342 Board of Education to maintain all facilities and grounds for this purpose and to give first priority to these endeavors.

Furthermore, the Board of Education believes learning best takes place in an environment protected from undue emotional stress. Therefore, the regular school day will not be shortened or dismissed in order for students and staff to attend a funeral or memorial service. Students who wish to attend funerals or memorial services will be released with parental permission. In that same vein, school activities and games will continue as scheduled except when the Superintendent, in the event of a catastrophic event (such as an accident with multiple student/staff deaths), determines such activities would be inappropriate.

It is the belief of the school district that using school grounds or facilities for memorial and/or funeral services is not in the best interest of all students. Therefore, the granting of such requests during school time is prohibited.

Memorials

McLouth USD 342 has an established Educational Foundation. One purpose of the Foundation is for receiving and administering monetary memorials given in memory of an alumnus, student or staff member. Scholarships and endowments of a deceased student or staff member are the most desirable means of memorializing students and staff. The Board of Education understands that certain limitations (i.e. financial) may prevent/limit individuals and families from adhering to the desirable memorials options. Recognizing that this is the case, the Board of Education would consider the following options for student/staff memorials:

1. The board may make available space outside of the main entrance to the high school (northeast entrance) for a memorial garden. The district will be responsible for planting perennials in the garden. Individuals may use this space for flat brick, stone or plaque memorials. Individuals desiring such a memorial would assume responsibility for any initial or replacement costs associated with said memorial.
2. Individuals, families and classes may consider items that would be placed in and along the garden areas. This could include greenery (trees, shrubs, floral) and benches. The district will partner with local horticulture specialists to determine an acceptable list of plants that may be chosen for this area.
3. The district is responsible only for providing the space. The district is not responsible for items that are lost, stolen or damaged.
4. Individuals who choose to utilize the scholarships and endowments may request a plaque that would contain the name of the award, scholarship, or endowment along with the names of the recipients of the award. The district will provide the plaque and name plates. Any costs (wood, brass plates, engraving) would be the responsibility of the individual, class or families. Any interior memorial would be limited to those who would exercise this option.
5. The McLouth USD #342 Board of Education reserves the right to approve any memorials, scholarships and endowments. The Board of Education will develop an application that will be used to aid in the approval process.
6. A fee of \$25 will be collected by the district for each memorial, endowment and scholarship. This fee will be used by the district to maintain the centerpiece floral arrangement as well as to provide appropriate space outside the building for expansion (soil, edging, etc.)

A flower bouquet will be purchased by the district and on display at graduation ceremonies in a location deemed appropriated by the high school principal. The bouquet will acknowledge "In memory of all deceased classmates who were a part of this graduating class."

Temporary items left on school property as a memorial to a deceased individual will be removed so as to allow the school grounds to continue to be used for educational and extracurricular endeavors of all students. Any items collected would be made available to the family of the deceased.

11.10 Public Conduct on School Property (08/11/2014)

The superintendent or the superintendent's designee may deny access to the school buildings, facilities and/or grounds of the district to persons who have no lawful business to pursue at the school, person who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. Visitors must secure and wear a visitor's pass to enter school buildings during the school day.

Anyone who refuses or fails to leave district buildings, facilities and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

ARTICLE XII
BUSINESS ADMINISTRATION

12.1 Underlying Policies or Purposes

1. To conduct the fiscal and business affairs of the school district in strict compliance with law.
2. To conduct the business affairs of the school district in such a way as to receive the greatest value from the funds spent.
3. To conduct the business affairs of the school district in keeping with the trust and responsibility placed in the Board of Education by the people of the school district.
 - a. Equipment to be replaced
 - b. Supplies
 - c. Books
 - d. Repairs and remodeling

12.2 Receipts and Disbursements

Receipts include such monies as are defined by law as public school funds. Such funds are monies derived from state, federal, local, and county appropriations, and such other funds as are derived from sale of public property, use of public property, fees connected with services rendered by the schools, tuition charges, insurance adjustments, rents and rebates, textbook rental funds, and miscellaneous donations.

All general fund disbursements must have approval of the Board of Education.

12.3 Financial Reports to the Board of Education

At the regular meeting of the Board of Education, the superintendent of schools, shall submit, upon request, an analysis of all funds including individual school activity accounts, and Petty Cash Fund of the Administration Center showing the receipts, expenditures and balance available in each fund. In addition to the Treasurer's monthly report, he shall submit periodically an analysis of all accounts showing appropriations for the year, disbursements, and encumbrances made to date, and the balance of all expended and unencumbered appropriations for the operational fund.

12.4 Form and Signature for Warrants

Every warrant issued by the Board of Education shall bear the date on which the Board orders it to be issued and shall be made payable on demand signed by the President or Vice-President, Treasurer, and Clerk of the Board of Education.

12.5 Employees Bonded

The following employees of the Board of Education shall be bonded in the following amounts: Blanket Bond for Clerk of the Board, Senior High and Middle

School Principals, Senior High and Middle School Secretaries, Elementary Principal, Elementary Secretary, Superintendent, Central Office Secretary, and Athletic Director. \$10,000 bond for the Treasurer of the Board.

12.6 Auditing of School Board Accounts

All fiscal records of the Board of Education, as required by law, shall be audited annually by a C.P.A., with such audit being submitted to the State Auditor.

The annual audit shall be performed by such accounting firm as is selected by the Board of Education.

12.7 Purchasing (01-12-04)

Bids and Quotations Requirements

All purchases requiring competitive bids shall be made in accordance with current statutes.

The purchasing agent shall develop and maintain lists of potential suppliers. Bid lists shall be used to notify potential bidders.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon request.

All bids and supporting documentation shall be retained in the district office with the clerk for a period of three years after bids have been opened.

Bid Specifications

All bid specifications shall be written by the district's purchasing agent. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the board directs.

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications all bids shall be returned unopened and the project shall be re-bid using corrected and/or amended specifications.

Procedure

All bids must be submitted to the clerk in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened.

Bids may be opened by the purchasing agent or other person designated by the board and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

All bids shall be awarded to the lowest responsible bidder. The board remains the sole judge of whether or not a bidder is "responsible." Criteria that may be used to judge

“responsible,” by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment and efficiency.

The board may investigate the “responsibleness” of any bidder by using information at hand to form an intelligent judgment, such as the district’s architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made.

Bids and Quotations Requirements

Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

The board reserves the right to reject any and all bids and to ask for new bids. This reservation shall be specified in the publication or notification of bid letting.

The board reserves the right to waive any informalities in, or reject any parts of a bid.

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

12.8 Expense Reimbursement and Credit Cards (08/10/2015)

Non-administrative staff use of a district credit card, if authorized by the staff member’s immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them to the staff member’s immediate supervisor as soon as practicable following the expenditure.

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of \$0 in one month be authorized for any non-administrative staff member without the prior approval of the superintendent.

All reward points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of 12.2.

12.9 Annual Operating Budget (08/10/2015)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the district on a short-term, intermediate and long-range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the Board.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent.

Recommendations

Recommendations of the superintendent and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in June.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before August 1 each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms and information.

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's

accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity.

Reporting Fraud

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the board of education. The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

12.10 Fiscal Management of Federal Grants (09/10/07)

The district shall meet the requirements of the *Education Department General Administrative Regulations* (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

ARTICLE XIII
RELATIONS WITH OTHER EDUCATIONAL AND
GOVERNMENTAL AGENCIES

13.1 Underlying Policies or Purposes

1. To cooperate with Kansas universities and colleges in projects and activities that are mutually beneficial and satisfying.
2. To utilize the facilities and services of the Kansas universities and colleges toward the enrichment of District schools' instructional program.

13.2 Student Teaching Program

Students from Kansas universities and colleges are permitted to do student teaching in the schools of District 342. Their assignment may result from requests from one or two sources:

1. Requests by the School of Education for reasons of scheduling, personal reasons, family responsibility, etc.
2. Requests by the McLouth Unified Schools for reasons that benefit both the student teacher and the local school system without firm commitments on the part of either for positions following graduation.
 - a. Assignment of student teachers shall be done through the office of the superintendent.
 - b. The building principals shall work cooperatively with the superintendent in assigning student teachers in the schools.
 - c. No student teacher shall be assigned to a cooperating teacher without the prior consent of that cooperating teacher.

Remuneration from the Kansas universities and colleges will be made to the schools of District 342. The amount is to be distributed to cooperating teachers by the Board of Education.

ARTICLE XIV TECHNOLOGY POLICIES

14.1 MCLOUTH USD 342 ACCEPTABLE USE POLICY (11/8/2010)

Policy Rationale:

McLouth USD 342 provides access to McLouth USD 342 technology systems and the Internet for the purpose of facilitating the mission and goals of McLouth USD 342, and its use is encouraged for this purpose. The information technology infrastructure providing this access represents the commitment of McLouth USD 342 to these goals and as such access and utilization is to be considered as a **privilege** rather than a right. In order to preserve the integrity of the information technology systems against accidents, failures, or improper use, McLouth USD 342 reserves the right to limit, restrict, or terminate any user's use or access and to inspect, copy, remove, or otherwise alter any data, file, or system resources.

This Acceptable Use Policy is designed to help the user understand McLouth USD 342 expectations for the use of McLouth USD 342 technology systems and to establish guidelines governing the proper use of the technology systems by all McLouth USD 342 users. All users have a responsibility to use McLouth USD 342 technology systems and the Internet in a professional, lawful, and ethical manner. Violation of this policy shall result in due process disciplinary action, including possible termination of information technology privileges, possible termination of current role/position/status, and possible civil and criminal liability. This policy does not negate existing laws, regulations, agreements, and contracts that currently apply to users of McLouth USD 342 technology systems with respect to negotiated agreements. It is the policy of McLouth USD 342 to: (a) prevent user access over its technology systems to, or transmission of, inappropriate material via Internet, email, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of confidential, privileged, or personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Using McLouth USD 342 information technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. It is the user's responsibility concerning information obtained from the Internet to be aware of intellectual property limitations and to use such material in accordance with the permissions granted by the respective owner. The district and users are responsible for full compliance with U.S. export control regulations; use of the Internet does not eliminate the need for compliance with these regulations. Each user of McLouth USD 342 is required to acknowledge this policy and sign the **INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM** prior to receiving a McLouth USD 342 technology systems access account and password. These documents will be updated periodically. Please review these documents occasionally to keep up to date on McLouth USD 342 policies.

Disclaimer:

McLouth USD 342 assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Users are solely responsible for any material that is accessed and disseminated through the Internet. Users are hereby informed that McLouth USD 342 utilizes a comprehensive network security protection to create an environment securing appropriate educational use of the Internet and information technologies. Internet users are cautioned that many pages on the Internet include offensive, sexually explicit, and inappropriate material. It is the effort of McLouth USD 342 through the use of a technology protection measure to avoid contact with this material while using the Internet, keeping in mind that the internet is a constantly changing environment and therefore no such effort can be assumed to be error free. Users accessing the Internet do so at their own risk, and the McLouth USD 342 is not responsible for material viewed or downloaded by users from the Internet.

Policy:

PLEASE READ THIS POLICY CAREFULLY. THIS POLICY DESCRIBES THE BASIC RESPONSIBILITIES THAT USERS ARE REQUIRED TO OBSERVE IN UTILIZING MCLOUTH USD 342 TECHNOLOGY SYSTEMS. MCLOUTH USD 342 BELIEVES THAT THIS POLICY STRIKES A FAIR BALANCE BETWEEN ITS INTERESTS AND USERS NEEDS AND EXPECTATIONS. THIS POLICY EFFECTIVE AS OF THE DATE SHOWN ON THE **INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM**.

I) ACCESS AND USE

A) McLouth USD 342 Mission and Goals: McLouth USD 342 technology systems are a public place for educational communications, and all communications over McLouth USD 342 technology systems reflect McLouth USD 342 mission and goals. All users are to take special care to maintain the clarity, consistency, and integrity of McLouth USD 342 mission and goals. When using McLouth USD 342 technology systems, users must apply the following principles:

1. Maintain McLouth USD 342 mission and goals through the privilege of utilizing McLouth USD 342 technology systems
2. Utilize McLouth USD 342 technology systems as a tool for continuous improvement of achievement of McLouth USD 342 mission and goals
3. Ensure and maintain a high level of professionalism in keeping with McLouth USD 342 mission and goals
4. Internet and electronic communications usage must be able to survive public scrutiny and disclosure
5. Users should limit their communications to topics in which they have a professional/educational responsibility

B) Access: McLouth USD 342 provides the **privilege** of access to the technology systems for its users in order to enrich their respected functions within McLouth USD 342; McLouth USD 342 administration authorizes access. Users shall protect

McLouth USD 342 technology systems from theft or damage. The access of another user's account, computer files, or email messages without prior authorization from either the user or an appropriate McLouth USD 342 official by another user is prohibited. Bypassing McLouth USD 342 TECHNOLOGY PROTECTION MEASURE is strictly prohibited.

C) Ownership: McLouth USD 342 owns the rights to all hardware, data, and files on or by way of data storage media connected any to computer, network, or other information system used in relation to McLouth USD 342 technology systems. McLouth USD 342 retains the intellectual property rights to any material posted to any forum, newsgroup, chat, or web page by any employee in the course of his or her duties. McLouth USD 342 has licensed the use of certain commercial software application programs for educational purposes. Third parties retain the ownership and distribution rights to such software. Any software or files rightfully downloaded via the Internet or by transfer from data storage media into McLouth USD 342 technology systems become under the authority/ownership of McLouth USD 342. Installation of proprietary software is restricted to software approved and/or purchased by McLouth USD 342. Software licensed to the district shall not be used on computers not owned by the district; district software shall not be copied for personal use.

D) Personal Electronic Equipment: Users should refrain from bringing personal computers or other information technology devices capable of violating guidelines within this policy to the district or connect them to McLouth USD 342 technology systems unless expressly permitted to do so by McLouth USD 342 administration. Any user bringing a personal device of this nature onto McLouth USD 342 premises thereby gives permission to McLouth USD 342 to inspect the device at any time with personnel of the district's choosing and to analyze any files, data, or data storage media that may be within or connectable to the device in question. Users bringing personal devices of this nature grant authority to McLouth USD 342 administrators to install a technology protective measure client and, as determined, other required software, and to administer necessary configurations for the purpose of maintaining the integrity of McLouth USD 342 technology systems and policies. Users who do not wish such inspections or actions to be conducted on their personal electronic devices should not bring such items to McLouth USD 342 facilities.

II) UTILIZATION

A) Appropriate Use

- 1. Username and password:** It is the responsibility of each user not to engage in any activity that would compromise the security of any McLouth USD 342 technology systems or circumvent any computer security measures imposed by McLouth USD 342 or any other organizations of the Internet. Each user of McLouth USD 342 technology systems shall identify himself or herself honestly, accurately, and completely (including one's district affiliation and function where appropriate). Users shall protect confidential or privileged information by maintaining adequate password control. Users are required to

obtain a new password if they have reason to believe that any unauthorized person has compromised their password. Users are required to take all necessary precautions to prevent unauthorized access to network, systems, and services.

2. **Research:** McLouth USD 342 is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Information obtained via the Internet may not be accurate, and the user must check the accuracy, adequacy, or completeness of any such information.
3. **Acquiring, sharing, or releasing of information:** It is the responsibility of each user to recognize and respect the intellectual and personal property of others and to comply with all applicable laws and regulations and the legal protection provided by intellectual and personal property rights. Users are individually liable for any and all damages incurred as a result of violating McLouth USD 342 policies, intellectual property rights, and licensing agreements. No infringement of any intellectual property right protected materials through the McLouth USD 342 technology systems is allowed. No user shall use McLouth USD 342 technology systems knowingly to download or distribute pirated software or data. Due to the potential for misuse the use of file swapping software on McLouth USD 342 technology systems is prohibited.
4. **Educational or professional development:** Individuals at McLouth USD 342 are encouraged to use the Internet to further the mission and goals of McLouth USD 342 in areas of participating in educational or professional development activities. Supervisors should work with users to determine the appropriateness of using McLouth USD 342 technology systems and the Internet for educational or professional development activities.
5. **Hospitable environment:** It is the responsibility of each user to respect and value the rights and privacy of all, to recognize and respect the diversity of the population and opinions of other Internet users, to behave ethically, and to comply with legal restrictions regarding the use of McLouth USD 342 technology systems. Users are to conduct actions that promote maintaining a hospitable environment to ensure McLouth USD 342 technology systems are a productive and stable environment, and that the transmittal, retrieval or storage of information that is discriminatory or harassing, bullying, obscene, pornographic, or otherwise contrary to McLouth USD 342 mission and goals is not permitted.

B) Inappropriate Use

1. Prohibited uses

- a. Use of the Internet in a manner that is not consistent with the mission and goals of McLouth USD 342, misrepresents McLouth USD 342, or violates any McLouth USD 342 policy is prohibited.
- b. The use McLouth USD 342 technology systems for any unauthorized or illegal purpose, such as, but not limited to, the destruction or alteration of

data owned by McLouth USD 342 or third parties, the interference with restricted access to the information technology systems, the disruption of the technology systems or the normal daily function and actions of McLouth USD 342 is prohibited.

- c. The attempt to subvert the TECHNOLOGY PROTECTION MEASURE is prohibited.
- d. It is prohibited to move McLouth USD 342 technology systems non-mobile equipment out of an area to which it was assigned without proper authorization.
- e. The removal of district-owned software from the premises made available by McLouth USD 342 without prior and explicit approval is prohibited.
- f. The use of the McLouth USD 342 technology systems knowingly to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user is prohibited.
- g. McLouth USD 342 technology systems shall not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way. McLouth USD 342 will cooperate with any legitimate law enforcement activity.
- h. Users of McLouth USD 342 information systems are prohibited from using methods of password, encryption protection, or any other means to prevent authorized access to files on McLouth USD 342 technology systems.
- i. Users are prohibited from conducting private or personal commerce, or other action, intended for personal monetary gain outside of their function within McLouth USD 342 utilizing McLouth USD 342 information technology infrastructure.
- j. The carrying out of actions that result in congestion, disruption, disablement, alteration, or impairment of McLouth USD 342 technology systems or through the use of McLouth USD 342 technology systems has like effect on the normal daily function of McLouth USD 342 is prohibited.

2. Negligent and frivolous use: McLouth USD 342 technology systems resources are not unlimited; network bandwidth and storage capacity have finite limits and all users connected to the network have a responsibility to conserve these resources. Personal use of the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time, does not result in expense to McLouth USD 342, and does not interfere with the user or associated users functions within their respected roles associated to McLouth USD 342. The user must not deliberately perform acts that waste McLouth USD 342 technology resources or unfairly monopolize McLouth USD 342 technology systems to the exclusion of others. These acts include, but are not limited to, playing games, engaging in online chat groups, uploading or downloading large files, excessively accessing streaming media files. Users are not to utilize McLouth USD 342

information technology infrastructure for becoming involved in partisan politics or promotions of a political nature.

C) **Security**

1. Remote access: Remote access to McLouth USD 342 information technology infrastructure shall be conducted with approval of administration and through secure practices. McLouth USD 342 administration must approve all hardware and configuration utilized in remote access to McLouth USD 342 systems. Third party connections must meet security requirements and be approved through McLouth USD 342 administration.

2. Malicious code: Users must be aware that information and programs downloaded from the Internet may contain hidden code capable of degrading or infringing on the confidentiality, integrity, and/or availability of McLouth USD 342 technology systems and associated data. Files obtained from sources outside the district, including removable storage media, files downloaded from the Internet, newsgroups, or other online services; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the network infrastructure. Users should never download files from the Internet or use files from non-district sources, without scanning the material with district-approved virus checking software before utilization. If a user suspects that a malicious code has been introduced into the McLouth USD 342 technology systems, the user is to notify administration immediately.

3. Software: Users shall not use, install, load, or download any unlicensed commercial or unauthorized software. All software originating outside McLouth USD 342 must be examined and approved before use. Non-commercial or personal commercial software must not be loaded unless approved by the administration.

III) **SYSTEMS MONITORING**

A. Confidentiality and Privacy: McLouth USD 342 has software and systems in place that can monitor and record McLouth USD 342 technology systems and Internet usage. McLouth USD 342 users are to know that technology protective measures used by the district have the capability of recording (for each and every user) Internet site visits, chat, newsgroup or email messages, and file creation, modification, and transfers into and out of McLouth USD 342 technology systems internal networks; McLouth USD 342 reserves the right to perform such action at McLouth USD 342 administration discretion. Users are to be aware that email messages sent and received using McLouth USD 342 equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by authorized administration at all times.

B. No Expectation of Privacy: Users should have no expectation of privacy and expressly waive any right of privacy in data or transmissions of data they create, store, send, receive, or access using McLouth USD 342 technology systems. Users consent to allow administration access to and review of all materials created, stored,

sent, received, or accessed by users through any McLouth USD 342 technology systems.

C. Approved monitoring: As noted above, Internet activity is subject at all times to monitoring, and the release of specific information is subject to applicable federal and state laws, and McLouth USD 342 policies on confidentiality. It is a violation of McLouth USD 342 policy for any user, including system administrators and supervisors, to access email, computer systems files, or technology systems traffic reports to satisfy personal curiosity about the affairs of others.

D. Filtering and technology protection measures: McLouth USD 342 reserves the right in its sole discretion to restrict access to materials on the Internet where deemed appropriate. McLouth USD 342 has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the district environment. McLouth USD 342 utilizes a comprehensive network security platform to provide Internet filtering and monitoring as a TECHNOLOGY PROTECTION MEASURE to prevent access to obscene, pornographic, or other material harmful to minors. Different access and service levels for different types of users may be given or assigned depending on the nature of the user's functions. The district blocking of certain Internet sites does not mean the district permits or condones accessing all other sites. McLouth USD 342 administrators may address any users access or attempted access to material that has been blocked due to being deemed inappropriate or failed to be blocked but still deemed to be inappropriate, and carry out due process disciplinary actions accordingly.

E. Failure to Comply: McLouth USD 342 technology systems are district property provided as a privilege to be used for district purposes to increase achievement and educational effectiveness in association with McLouth USD 342 mission and goals. Violations of this policy will be treated like other allegations of wrongdoing at McLouth USD 342; allegations of misconduct will be adjudicated accordingly. If McLouth USD 342 discovers activities which do not comply with applicable McLouth USD 342 policies, records retrieved may be used to document the wrongful activity and/or content in accordance with due process disciplinary actions. McLouth USD 342 has the right to inspect any and all files stored within or transmitted through McLouth USD 342 technology systems, personal electronic equipment, or storage media in order to assure compliance with policy and state and federal laws. Sanctions for inappropriate use of the Internet include, as determined appropriate, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all McLouth USD 342 technology systems
2. Due process disciplinary actions according to applicable McLouth USD 342 policies
3. Legal action according to applicable State/Federal laws and contractual agreements

F. Reporting of Unauthorized or Improper Usage: All users shall report any unauthorized access, unauthorized access attempts or other improper usage of McLouth USD 342 technology systems and/or infrastructure. If a user observes, or has reported to the user, a violation of McLouth USD 342 policies, the user is to

notify McLouth USD 342 administration.

G. Administration: The McLouth USD 342 school board, McLouth USD 342 superintendant, administrators, and technology coordinator are responsible for the overseeing of this policy. Any exceptions to this policy require administrative approval.

IV) DEFINITIONS

TECHNOLOGY PROTECTION MEASURE: means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

COMPUTER: The term "computer" includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.

ACCESS TO THE INTERNET: A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.

EXCESSIVE USE: For purposes of this Agreement is defined as use that interferes with normal job functions, responsiveness, or the ability to perform daily job activities, with regards to the individual or McLouth USD 342.

MATERIAL: for purposes of this Agreement is defined as any visual, textual, or auditory entity.

ON THE RECORD: recorded; publicly or officially declared or known, to state one's opinions publicly or officially

CONFIDENTIAL, PRIVILEGED INFORMATION: For purposes of this Agreement, is any information, including, but not limited to:

1. The operation of McLouth USD 342 function, consisting, for example, and not intending to be exclusive, of its lists or other identifications of students or prospective students of McLouth USD 342 (and key individuals employed or engaged by such associates/partners or prospective associates/partners), the nature

and type of services rendered to such persons (or proposed to be rendered to such persons), services provided, compilations of information, form and content of data bases, technical or non-technical data, notes, reports, records, and procedures used in, or related to, McLouth USD 342 functions;

2. McLouth USD 342 relations with its employees including without limitation, salaries, job classifications, and skill levels;

3. Financial, academic, and personal profile data compiled by McLouth USD 342 as well as McLouth USD 342 financial, academic, and personal profile data and strategies, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain value from their disclosure or use;

4. All academic, personal profile, and financial material about a client disclosed to or acquired from a patron, and all financial, accounting, statistical, personnel and educational data and plans of patrons, are and shall remain the sole and exclusive property information of McLouth USD 342, or respected patron;

5. Any subjects of efforts that is reasonable under the circumstances to maintain their confidentiality, secrecy and proprietary.

14.2 MCLOUTH USD 342 INTERNET SAFETY POLICY (11/8/2010)

This Internet Safety Policy is designed to help the user understand McLouth USD 342's expectations for safe use of the Internet and in association with McLouth USD 342 Acceptable Use Policy to help use those resources wisely. In order for McLouth USD 342 to be able to make its technology systems and Internet access available, all users must take responsibility for appropriate and lawful use of this access. While McLouth USD 342 will make reasonable efforts to supervise the use of network and Internet access, users must cooperate by exercising and promoting responsible use of this access.

Access is a privilege, not a right, and access entails responsibility. All users have a responsibility to use McLouth USD 342's technology systems and the Internet in a professional, lawful, and ethical manner. Violation of this policy shall result in due process disciplinary action, including possible termination of information technology privileges, termination of current role/position/status, civil, and criminal liability.

Using McLouth USD 342 information technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. Any parent or guardian of a student may direct that the student not be given access to the Internet.

I. PERSONAL RESPONSIBILITY

A. You agree to appropriately report any misuse of McLouth USD 342 technology systems. Misuse means violations of McLouth USD 342 policy or other use that is not included in McLouth USD 342 policy, but has the effect of harming another or his or her property.

B. McLouth USD 342 is providing privileged access to its technology systems and the Internet for educational purposes. Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

C. If you have any doubt about whether a contemplated activity is appropriate, you may consult with your supervising administrator/teacher/staff to help you decide if a use is appropriate. All users and their parents/guardians are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of McLouth USD 342 technology systems and Internet and stay away from these sites.

D. Be safe. In using the computer network and Internet, do not reveal personal information about yourself, minors, or any other person. Personal information includes, but is not limited to, your home address, telephone, school address, work address, etc. Do not use information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

II. NETIQUETTE

A. Be polite. Use appropriate language. For example no swearing, vulgarities, suggestive, obscene, belligerent, bullying, or threatening language.

B. Avoid language and uses which may be offensive to other users. For example don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. All users must take special care to maintain the clarity, consistency, and integrity of McLouth USD 342 mission and goals when using the Internet. Internet usage must be able to survive public scrutiny and disclosure.

14.3 MCLOUTH USD 342 EMAIL POLICY (11/8/2010)

Policy Rationale:

The purpose of this policy is to ensure the proper use of McLouth USD 342 email system and provide guidance regarding McLouth USD 342 email communications. All communications through messaging systems components of McLouth USD 342 technology systems are property of McLouth USD 342.

Disclaimer:

McLouth USD 342 assumes no liability for any direct or indirect damages arising from the use of McLouth USD 342 email systems. Having an email address may lead to receipt of unsolicited email containing offensive content, it is the effort of McLouth USD 342 through the use of a comprehensive network security platform to avoid contact with inappropriate material. While using McLouth USD 342 email systems, users are advised to maintain awareness that no measure of email filtering is without errors.

Confidentiality and Privacy

Due to the non-secure nature of email, users must consider email to be public information. All communications should be regarded as "*open record*" and attributable to the user who posted or sent the information. Privileged or confidential information of any type should be transmitted over the Internet utilizing appropriate security measures provided by McLouth USD 342, including but not limited to encryption and strong authentication. Users shall send electronic communications containing confidential or privileged information in a manner to insure the non-repudiation and authentication. The original sender's permission is required before email messages may be forwarded or altered and forwarded.

District Address Use

Users of McLouth USD 342 email system shall not use their district email address (e.g. user@mcclouth.org) or otherwise identify themselves to be acting in an official capacity of McLouth USD 342 when participating in non-work related online transmissions. Temporary or hourly contract workers are not permitted to use McLouth USD 342 email unless authorized by McLouth USD 342 administration.

Email Traffic and Malicious Codes

McLouth USD 342 email systems resources are not unlimited; traffic and storage capacity have finite limits and all users of McLouth USD 342 email systems have a

responsibility to conserve these resources. Users shall practice precautions with regards to email traffic that potentially could result in a degradation of the technology systems. Personal use of the email system is acceptable as long as it is not excessive or inappropriate, occurs during personal time, does not result in expense to McLouth USD 342, and does not interfere with the user or associated users functions within their respected roles associated to McLouth USD 342. The sending of mass mailings or attachments of such size or quantity that result in detrimental effects to the McLouth USD 342 technology systems, including but not limited to the email components of the overall system, is prohibited.

Users should never accept potentially questionable email messages or files attached to email without scanning the material with district-approved virus checking software before utilization. If a user suspects that a malicious code has been introduced into the McLouth USD 342 technology systems, the user is to notify administration immediately.

System Monitoring and Spam Filtering

Users expressly waive any right of privacy in anything they create, store, send or receive on McLouth USD 342 email systems. McLouth USD 342 can, but is not obliged to, monitor emails without prior notification. McLouth USD 342 reserves the right to take due process disciplinary action, including termination and/or legal action.

Emails that are carried through the McLouth USD 342 email system are scanned for known styles of spam messages. Each message is given a spam score, enabling McLouth USD 342 to filter out spam over a chosen threshold. The spam filter will automatically delete messages that are identified to be malicious code messages. The spam filter will automatically quarantine emails that score above the chosen threshold into a "spam" folder that can be accessed by the administrator. Messages will be deleted after they have been held in the "spam" folder for 30 days during school attendance and 60 days between school years. McLouth USD 342 will provide the means for email users to monitor the spam filtering of emails for their address if desired.

Emails may not be deleted by automated systems solely based on scanning and tagging, except in order to protect system integrity, availability, or usability as concerned with malicious codes and spam. In the event that an email needs to be deleted, quarantined, or modified to protect users or systems, the determining factors and the resulting action will be recorded. This is usually accomplished LightSpeed Total Traffic Control® platform.

Outbound messages with a spam score higher than the acceptable threshold will be dropped (i.e., will not be sent), since the email is highly likely to be originating from a compromised machine or account. This measure is being implemented to prevent McLouth USD 342 from, becoming gray- or black-listed by ISPs, blocking delivery of all McLouth USD 342 email to their systems.

Email Retention

Preservation of email is the sole responsibility of the end user; preservation may include printing or other acceptable practices of data storage methods. Any email message that would be saved had its contents been transmitted in paper form will be printed and retained in school records in accordance with the Local Records Retention Schedule (v. McLouth USD 342 School Board policy 2.25, 2.25.1) If an email message

document that should be retained is not otherwise described in the Local Records Retention Schedule, it will be retained for one calendar year. An email recipient's decision on whether to retain an email message will be made within 60 days of receipt of the email message.

If a user has sufficient reason to retain an email, the message must be moved and not left in "inbox, or new mail." All other emails should be deleted within a reasonable time period, namely 90 days. All email messages and accounts maintained on McLouth USD 342 technology systems are property of McLouth USD 342. Email accounts not used for 90 days may be deactivated and possibly deleted. It is the practice of the district to delete email in order to efficiently conduct business and maintain the availability of the McLouth USD 342 email systems. The practiced deletion of email in order to maintain availability of McLouth USD 342 technology systems is scheduled to be conducted between school years, off schedule deletion of email may take place only as a necessitated response to maintain the confidentiality, integrity, and availability of McLouth USD 342 technology systems. Automated archived emails of one year or more in age will be deleted from the automated archive during the practiced deletion between school years.

Individuals with questions regarding the retention of particular email messages should obtain an opinion from their supervisor.

Examples of email messages which may be deleted without printing a hard copy are:

- Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
- Messages that transmit generic information and are not specific to a student's educational program.
- Messages that address personal matters unrelated to the School District.

School Board Email Guidelines

Use of email by McLouth USD 342 school board members must conform to the same standards of judgment, propriety, and ethics as other forms of board-related communication. The McLouth USD 342 school board will not use email as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings. Board members must be aware that email and email attachments received or prepared for use in board meetings or containing information relating to board business are to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

Board members shall avoid the use of email to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of executive session, or could be considered an invasion of privacy, if the message were to be monitored by another party. Senders and receivers of email of McLouth USD 342 email system and servers shall do so with the understanding that there can be no expectation of privacy for messages sent or received, and unless an exemption applies, may be subject to disclosure. The McLouth USD 342 School Board members will not engage in sending emails or other electronic communication in a manner that circumvents any standing law regarding public information or right to know.

Acceptable uses of email among Board members and between the Board and Superintendent include, but not limited to:

- Setting meeting dates
- Circulating informational items that will not be on Board agenda for action
- Circulating messages between Board members or between Board members and district employees that do not involve deliberating or rendering an opinion on matters pending before the Board

Unacceptable uses of email among Board members and between the Board and other recipients include, but not limited to:

- Engaging in on-going email discussion that would constitute a quorum of members on a topic that would otherwise be an agenda item for a school board meeting.
- Polling Board members via email on a topic that would otherwise be an actionable item at a school board meeting.
- Communicating information about staff or students by name that would otherwise be done in a non-public session.
- Communicating any information that would be considered public information without making a print copy of the email. The print copy will be made available in the same manner as other similar public information is made available.

McLouth USD 342 reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

14.4 MCLOUTH USD 342 INTERNET SAFETY, EMAIL, AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM (11/8/2010)

EMPLOYEE AGREEMENT:

I have access and do acknowledge understanding of McLouth USD 342 Internet Safety, Email, and Acceptable Use Policies. I recognize and understand that McLouth USD 342 technology systems are to be used for conducting the district’s function and aligned with its goals and mission. As part of the McLouth USD 342 organization and user of McLouth USD 342 technology systems I understand that the Internet Safety, Email, and Acceptable Use Policies apply to me and agree to follow all policies and procedures that are set forth. I further agree to abide by the standards set forth for the duration of my association with McLouth USD 342. I understand that McLouth USD 342 technology systems usage is monitored by McLouth USD 342 to ensure compliance with the Internet Safety, Email, and Acceptable Use Policies.

Declaration of Understanding

I, _____, have read, understand, and agree to adhere to McLouth USD 342 Internet Safety, Email, and Acceptable Use Policies.

Name (Printed): _____

Name (Signed): _____

Today’s Date: _____

14.5 MCLOUTH USD 342 INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM (11/8/2010)

STUDENT AGREEMENT

I acknowledge, understand, and agree to abide by the terms of the Acceptable Use and Internet Safety Policies of McLouth USD 342. Should I commit any violation or in any way misuse my access to McLouth USD 342 technology systems and/or the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student name (PRINT CLEARLY)

Student signature

Date

Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____
If I am signing this Agreement when I am under 18, I understand that when I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policies.

PARENT OR GUARDIAN'S AGREEMENT

I acknowledge, understand, and agree to abide by the terms of the Acceptable Use and Internet Safety Policies of McLouth USD 342 regarding my student's use of McLouth USD 342 technology systems and the Internet.

Parent or Guardian signature(s)

Date

ADOPTED:

REVISED:

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.6801 et seq., Part F)

To review the detailed Internet Safety and Acceptable Use Policies go on line at www.mclouth.org.

**14.6 MCLOUTH USD 342 EMAIL POLICY AGREEMENT
ACKNOWLEDGEMENT FORM (11/8/2010)**

STUDENT AGREEMENT

I acknowledge, understand, and agree to abide by the terms of the Email Policy of McLouth USD 342. Should I commit any violation or in any way misuse my access to McLouth USD 342 technology systems, email, and/or the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student name (PRINT CLEARLY)

Student signature

Date

Address

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____
If I am signing this Agreement when I am under 18, I understand that when I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Email Policy of McLouth USD 342.

PARENT OR GUARDIAN'S AGREEMENT

I acknowledge, understand, and agree to abide by the terms of the Email Policy of McLouth USD 342 regarding my student's use of McLouth USD 342 technology systems, email, and the Internet.

Parent or Guardian signature(s)

Date

ADOPTED:

REVISED:

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.6801 et seq., Part F)

14.7 Staff Online Activities (12/09/13)

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. {Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct

or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.